



# MASTER DIRECTIVES

UNITED STATES MARINE CORPS  
MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING  
FLEET MARINE FORCE, PACIFIC  
FPO SAN FRANCISCO, CALIFORNIA 96603-8710

GruO P4600.1L  
S-4  
1 Jul 1989

GROUP ORDER P4600.1L WCH 1,2,3

From: Commanding Officer, Marine Aircraft Group 12  
To: Distribution List

Subj: Standing Operating Procedures For Embarkation (Short Title:  
SOP For Embarkation)

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To establish standing operating procedures for embarkation within Marine Aircraft Group 12 (MAG-12).

2. Cancellation. GruO P4600.1K.

3. Background. This Order standardizes procedures to be followed for the movement of troops, supplies, cargo and equipment. It also standardizes procedures for embarkation preparation to include: embarkation training, planning, coordination, control and related matters pertaining to embarkation readiness.

4. Recommendation. Comments and recommendations for revision to this order will be submitted to the Commanding Officer, MAG-12 (Attn: S-4).

5. Certification. Reviewed and approved this date.

*R. M. Burns*  
R. M. BURNS

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MARINE AIRCRAFT GROUP 12  
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IN REPLY REFER TO:  
GruO P4600.1L  
S-4  
20 May 91

GROUP ORDER P4600.1L CH 1

From: Commanding Officer, Marine Aircraft Group 12  
To: Distribution List

Subj: GROUP ORDER CHANGE TRANSMITTAL

Encl: (1) New page insert to GruO P4600.1L

1. Purpose. To transmit new page inserts to the basic order.


2. Action

a. Remove appendix page D-3 of the basic order and replace with enclosure (1).

b. Page 3-15 figure 3-4, pen change pallet board size to read 18"X12" vice 12"X12".

3. Change Notation. Sentences denoted by an asterisk(\*) contain changes not previously published.

4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic order.

  
J. M. HURIGAN  
By direction

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IN REPLY REFER TO:

GRUO P4600.1L  
S-4/0211  
30 Dec 91

GROUP ORDER P4600.1L CH 2

From: Commanding Officer, Marine Aircraft Group 12  
To: Distribution List

Subj: GROUP ORDER CHANGE TRANSMITTAL

1. Purpose. To transmit pen changes to the basic order.

2. Action

- a. Page 5-3 para 5003, pen change number 45 to read 50.
- b. Page 5-3 para 5004, pen change number 70 to read 80.
- c. Page 5-24 figure 5-9 para 1.a., pen change 70-120 to read 80-120.
- d. Page 7-3 para 7001.1.a., pen change 120 to read 110.
- e. Page 7-3 para 7001.1.b., pen change 120 to read 110.

4. Filing Instructions. File this Change transmittal immediately behind Change 1 of the basic order.

*C. E. Clark*  
C. E. CLARK  
By direction

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# OFFICIAL FILE COPY

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, FMFPAC  
UNIT 37150  
FPO AP 96603-7150

GruO P4600.1L Ch 3

S-4/0211 22

23 SEP 1993

## GROUP ORDER P4600.1L Ch 3

From: Commanding Officer, Marine Aircraft Group 12  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR EMBARKATION (SHORT TITLE:  
SOP FOR EMBARKATION)

1. Purpose. To transmit pen changes to the basic Order.

2. Action

a. Page 1-4 para 1001.2h. Change to read: Utilization of  
of the MAGTF Deployment Support System (MDSS)

b. Page 1-5 para 1004.2b. Change to read: A report of  
embarkation personnel within the squadron will be submitted to the  
Group Embarkation Officer by the 20th day of each month. The  
Group Embarkation Officer will submit a report of embarkation  
personnel via message to the CG, 1st MAW (G-4) by the 25th day of  
each month. The report will be in the format contained in  
appendix B.

c. Page 2-3 para 2001.2. Change to read: All embarkation  
data will be maintained utilizing the MAGTF Deployment Support  
System (MDSS) data base in accordance with Chapter 4 of this  
Order.

d. Page 2-3 para 2002.1. Change first sentence to read four  
months vice three months.

e. Page 3-6 para 3004.1a(2). Delete in it's entirety.  
Change para 3004.1a(3) to read 3004.1a(2).

f. Page 3-11 para 3015. Change last sentence to read 18"x12"  
vice 12"x12".

3. Filing instructions. File this change transmittal immediately  
behind page 6 of the basic Order.

*W. J. Horne*  
W. J. HORNE  
Acting

DISTRIBUTION: A

Copy to: CG First MAW

GruO P4600.1L  
1 Jul 1989

LOCATOR SHEET

Subj: Standing Operating Procedures For Embarkation (Short Title:  
SOP For Embarkation)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

## RECORD OF CHANGES

[illegible]

# SOP FOR EMBARKATION

## CONTENTS

### CHAPTER

	REPORTS REQUIRED
1	GENERAL
2	PLANNING
3	PREPARATION OF SUPPLIES AND EQUIPMENT
4	STANDARD EMBARKATION MANAGEMENT SYSTEM (SEMS)
5	AIR MOVEMENT
6	SURFACE SHIPPING
7	UNIT DEPLOYMENT PROGRAM
8	OPPORTUNE SHIPPING/NONTACTICAL EMBARKATION
9	INSPECTIONS
10	TRANSPORTATION AND STORAGE OF HAZARDOUS MATERIAL

### APPENDIX

A	LIST OF REFERENCES
B	REQUIRED EMBARKATION REPORTS AND FORMATS
C	SAMPLE LETTER EMBARKATION SCHOOL REQUEST
D	EMBARKATION INSPECTION CHECKLIST
E	PREPARATION FOR SHORT TERM DEPLOYMENT
F	MAG-12 HEADQUARTERS BOX NUMBER ASSIGNMENTS

## SOP FOR EMBARKATION

### REPORTS REQUIRED

REPORT TITLE	REPORT SYMBOL	PARAGRAPH
I. Group Quarterly Report Of Embarkation Personnel	WG-4600-1	1004.2b
II. SAAM Short Range Forecast	WG-4600-3	2002.1
III. MAC Channel Cost Report	EXEMPT	7001.2
IV. Unit Airlift Report	WG-4600-4	5005
V. Squadron Quarterly Report Of Embarkation Personnel	EXEMPT	1004.2b



# SOP FOR EMBARKATION

## CHAPTER 1

### GENERAL

	PARAGRAPH	PAGE
POLICY.....	1000	1-3
RESPONSIBILITY.....	1001	1-3
SOP.....	1002	1-3
EMBARKATION REFERENCE MATERIAL.....	1003	1-5
PERSONNEL ASSIGNMENT AND TRAINING.....	1004	1-5
DESKTOP PROCEDURES AND TURNOVER FOLDERS.....	1005	1-7
INSPECTIONS.....	1006	1-7
APPENDICES.....	1007	1-7

# SOP FOR EMBARKATION

## CHAPTER 1

### GENERAL

1000. POLICY. The success or failure of any military operation, whether movement is to be by land, sea or air, is dependent upon proper embarkation planning and execution. In order for this Group to embark aboard ships or aircraft on short notice, squadron commanders/detachment commanders will ensure that their squadron/detachment, to include all sections, maintain the highest degree of embarkation readiness at all times.

### 1001. RESPONSIBILITY

1. Embarkation readiness is the responsibility of all members of the Group, not just those specific personnel assigned duties as embarkation officers and NCO's. Proper preparation of supplies and equipment, maintenance of the unit audit listing, training, and general embarkation matters require the attention of all members of MAG-12.

2. Squadron/detachment commanders are responsible for the embarkation readiness of their units. The following are essential aspects of the embarkation program.

- a. Assignment and training of all embarkation personnel within the unit.
- b. Knowledge of embarkation duties and procedures.
- c. Handling and storage of hazardous cargo.
- d. Knowledge of procedures utilized in movement of cargo from the base camp to the port of embarkation.
- e. Training personnel in aircraft and ship characteristics and the capabilities of both.
- f. Preparation of vehicles, supplies and equipment for shipment.
- g. Tactical marking of all embarkation boxes, vehicles, and equipment.

SOP FOR EMBARKATION

1001

*MACTF Deployment Support System (MDSS)*

h. Utilization of the ~~Standard Embarkation Management System (SEMS)~~

3. GROUP-S-4-OFFICER

- a. Exercise staff cognizance over the Group Embarkation Section.
- b. Coordinate with other staff sections in determination of the type and amount of supplies, vehicles, and equipment to be embarked.
- c. Maintain overall responsibility for the delivery of supplies and equipment to the sea or air terminal.
4. Group-Embarkation-Officer. The Group Embarkation Officer is the representative of the commanding officer in matters connected with embarkation. He/she performs these duties under the cognizance of the Group S-4 Officer. Responsibilities include but are not limited to the following:

e. Formulating loading plans for land, sea and air movement.

b. Maintaining liaison with higher headquarters and subordinate units, embarkation personnel/sections.

c. Supervising and assisting in loading and unloading of supplies, equipment and personnel.

d. Determining requirements for movement of supplies and equipment.

e. Maintaining publications depicting the characteristics of ships and aircraft.

f. Planning, conducting, and supervising embarkation training.

g. Planning, conducting, and supervising embarkation inspections and assistance visits.

h. Any other duties that may be assigned to the embarkation officer in accordance with FMFM 3-1.

1002. STANDING-OPERATING-PROCEDURES-(SOP). UDP squadrons and detachments will not be required to publish an SOP for embarkation. UDP squadrons and detachments will be required to conform to this Order.

1003. EMBARKATION REFERENCE MATERIAL. Commanding officers will ensure that adequate reference publications are maintained. Appendix A contains a list of references to be used as a guide for this purpose.

1004. PERSONNEL ASSIGNMENT AND TRAINING

1. General. The planning and execution of embarkation operations require that personnel are sufficiently trained, qualified and available to perform embarkation duties. --

2. Assignment

a. Each squadron and detachment will assign, in writing, an officer as the embarkation officer and an enlisted member as the embarkation assistant. In most cases the squadron embarkation officer will be an additional duty billet. Embarkation NCO's should be assigned in large sections within the squadron to assist the squadron embarkation officer with matters pertinent to their section.

b. Page 1-5 para 1004.2b. Change to read: A report of embarkation personnel within the squadron will be submitted to the Group Embarkation Officer by the 20th day of each month. The Group Embarkation Officer will submit a report of embarkation personnel via message to the CG, 1st MAW (G-4) by the 25th day of each month. The report will be in the format contained in appendix B.

c. Security Clearances. As most embarkation plans and orders are classified, all assigned embarkation personnel must possess appropriate security clearances.

d. Squadron Embarkation Officer. The squadron embarkation officer shall represent his/her commanding officer in matters pertaining to embarkation. His/her areas of responsibility will include, but are not limited to, the following:

- (1) Conducting embarkation operations as required.
- (2) Maintaining desktop procedures and turnover folders.
- (3) Maintaining all orders, directives and information pertaining to embarkation.
- (4) Complying with the provisions of this Order and other pertinent directives.

c. Upon completion of each period of instruction, the class roster will be filled with the lesson plan in the training folder. Training folders will be maintained for one year.

b. The MAG-12 Embarkation Section will conduct required monthly training for squadron/unit embarkation personnel, either jointly or separately. This section is available for additional training and assistance upon request.

a. Unit Training. Unit commanders will conduct periods of instruction in procedures and techniques to ensure that all embarkation personnel are fully aware of their responsibilities.

3. Formal Training. Formal schools for embarkation are often conducted on Okinawa by Landing Force Training Command Pacific. Quotas are available when requested. Additional training is also available through Marine Corps Institute (MCI) Courses and is primarily directed at enlisted personnel holding an MOS of 0431. The format for requesting schools is contained in Appendix C.

f. Work Section Embarkation Representatives. Large sections/offices should assign a member of that section/office to be responsible for embarkation matters within that section. He/she will be responsible to the squadron embarkation officer and assistant in the performance of their embarkation functions.

(3) Assisting the squadron embarkation officer in the inspection of the squadron to determine embarkation readiness.

(2) Maintaining a complete source of reference data pertinent to squadron embarkation.

(1) Preparing and maintaining desk top procedures and turnover folders.

e. Squadron Embarkation Assistant. The embarkation assistant shall be responsible to the squadron embarkation officer for matters pertaining to embarkation. His/her areas of responsibility will include the following:

1005. DESKTOP PROCEDURES AND TURNOVER FOLDERS

1. General. Mobilization, unscheduled deployments, and routine transfers result in a high rotation rate of personnel. Turnovers are frequently conducted without sufficient time for detailed briefings of job responsibilities, current status of projects or other similar matters. Key positions are often filled with relatively inexperienced, untrained personnel. The resulting problems can be minimized by the preparation and utilization of an adequate turnover folder which shall contain at least the following information:

- a. Title of billet.
- b. All functions required to accomplish the embarkation duties.
- c. The chain of command for embarkation.
- d. Billet responsibilities.
- e. List of reports required including submission dates and those reports received from subordinate units.
- f. Points of contact to include names, billets, telephone numbers and assistance that may be rendered by that point of contact.
- g. A copy of the current group/squadron assignment bulletin.
- h. Miscellaneous information should include but not be limited to: procedures peculiar to the billet; limit of responsibilities and authority; any other data that may assist a relief in the performance of his/her duties.
- i. Past, pending and anticipated major projects should be itemized and continually kept current. A brief outline of projects considered for future implementation should be included.

1006. INSPECTIONS. The Group Embarkation Officer will conduct embarkation inspections as required to ensure all units maintain an embarkation readiness posture. Inspections, other than those normally scheduled, may be requested from this command. All requests for courtesy inspections will be submitted to the Group Embarkation Officer. The results of the two most recent inspections will be maintained in the unit embarkation officer's turnover file.

1007. APPENDICES. Appendices contained in this Order are to assist units in their duties.

# SOP FOR EMBARKATION

## CHAPTER 2

### PLANNING

	PARAGRAPH	PAGE
GENERAL.....	2000	2-3
UNIT EMBARKATION PLANNING DATA.....	2001	2-3
SAAM SHORT RANGE FORECAST.....	2002	2-3

# SOP FOR EMBARKATION

## CHAPTER 2

### PLANNING

#### 2000. GENERAL

1. All planning for embarkation is a joint undertaking by the onloading organization and movement organization.
2. The embarkation of troops, supplies, and equipment aboard ships and/or aircraft presents problems which can only be met successfully through proper planning and preparation prior to embarkation, and careful execution of plans during the embarkation phase of an exercise/operation.

#### 2001. UNIT EMBARKATION PLANNING DATA

1. Squadron/units will maintain up-to-date embarkation planning data on all personnel, supplies, and equipment.
2. All embarkation data will be maintained utilizing the <sup>MAGTF Deployment</sup> ~~Standard Embarkation Management System (SEMS)~~ <sup>Support System (MDS)</sup> data base in accordance with Chapter 4 of this Order.

#### 2002. SAAM SHORT RANGE FORECAST

1. The SAAM Short Range Forecast is a monthly report of the forecasted deployments for the upcoming ~~three~~ <sup>four</sup> months. The report is due to the CG, 1st MAW (G-4) by the 25th day of each month. The report will be in the format contained in appendix B and submitted by the Group S-4.



# EOF FOR EMBARKATION

## CHAPTER 3

### PREPARATION OF SUPPLIES AND EQUIPMENT

	PARAGRAPH	PAGE
GENERAL.....	3000	3-3
PACKING LISTS.....	3001	3-3
PREPARATION OF SUPPLIES.....	3002	3-4
CONTAINERS.....	3003	3-5
CONTAINER MARKINGS.....	3004	3-6
PALLETS.....	3005	3-7
BANDING MATERIALS.....	3006	3-8
EXPEDITIONARY CAN.....	3007	3-9
CONEX BOXES.....	3008	3-9
VEHICLE TACTICAL MARKINGS.....	3009	3-9
VEHICLE PREPARATION.....	3010	3-9
GROUND SUPPORT EQUIPMENT.....	3011	3-10
MOBILE MAINTENANCE FACILITY VAN (MMF).....	3012	3-10
AVIATION ORDNANCE EQUIPMENT.....	3013	3-10
COMMUNICATION VANS AND GENERATORS.....	3014	3-10
OUTSIZED CARGO.....	3015	3-11

#### FIGURE

3-1 BOX REQUEST FLOW DIAGRAM.....	3-12
3-2 EXAMPLE OF REQUIRED MARKINGS.....	3-13
3-3 EXAMPLE OF PROPERLY MARKED BOX.....	3-14

## SOP FOR EMBARKATION

3-4 SAMPLE PALLET BOARD.....	3-15
3-5 SAMPLE EXPEDITIONARY CAN MARKINGS.....	3-16
3-6 SAMPLE FORMAT FOR COMPUTING CENTER OF BALANCE (SINGLE)	3-17
3-7 SAMPLE FORMAT FOR COMPUTING CENTER OF BALANCE (MULTIPLE)	3-18
3-8 SAMPLE FORMAT FOR COMPUTING CENTER OF BALANCE (DUAL)	3-19
3-9 EXAMPLE OF PROPERLY MARKED MMF $\overline{VAN}$ .....	3-20

## CHAPTER 3

## PREPARATION OF SUPPLIES AND EQUIPMENT

3000. **GENERAL.** Adequate preparation of supplies and equipment is essential to the maintenance of embarkation readiness. This chapter contains detailed instructions for the proper preparation of supplies and equipment. The following procedures are the recommended procedures, and whenever possible shall be utilized.

3001. **PACKING LISTS.** The packing list is a users tool. There will be a packing list for each container the squadron/unit maintains. This list will identify the materials, supplies or equipment to be packed in each particular container in the event of a mount-out. The use of such words as "miscellaneous", "extra box" or "supplies" will only serve to defeat the system and is not acceptable.

1. Each packing list (NAVSUP Form 225 4pt) will be completed with a minimum of an original and two (2) copies.

a. The original copy will be held in the work section turnover/desktop procedures.

b. One duplicate will be placed inside the container.

c. One duplicate will be attached to the outside of the container.

d. Each time there is a change to the contents of a container, a new updated packing list shall be completed.

2. Each packing list will reflect the following information:

a. **Nomenclature.** Give the official designated name of each item in the box.

b. **Unit of Issue.** The standard quantity of like items stored in the box.

c. **Quantity.** The actual number of like items stored in the box.

d. Packed by and Marked by: This is the signature of the individual who packed and marked the box. Each box will be packed once to ensure every items listed on the packing list will actually fit into the box.

e. Inspection by. The signature of the person who has personally checked the box to ensure that the box is packed and marked properly. The inspector should be someone other than the person who packed and marked the box. Preferably the officer-in-charge or noncommissioned officer-in-charge of the section should inspect.

f. Date. The date that the packing list is prepared or date of the last inventory. Packing lists will be updated every six (6) months or whenever changes are made.

g. Unit Personnel and Tonnage Table (UP&TT). The number assigned in the stowage designator on the box will be printed or typed in the lower left hand corner.

h. Supply Class. The supply class and subclass of the cargo will be printed or typed in the lower left hand corner.

i. Measurements. The actual measurement in inches of the container will be rounded off to the next whole inch.

j. Cubic Feet (CUFT). The cubic feet of the container should be rounded off to the highest whole number (i.e. 5.9 becomes 6, 49.2 becomes 50 cubic feet). The method to be used by embarkation personnel to convert into cubic feet is listed below:

CUBIC FEET EQUALS:  $L \times W \times H$  IN INCHES DIVIDED BY 1728

k. Weight. The estimated weight of the box and contents.

l. Consecutive Box Numbers. The box number assigned to a specific box will originate from the block of box numbers assigned to the owning section and/or shop by the unit embarkation officer. All numbers will be consecutive numbers containing four digits.

### 3002. PREPARATION OF SUPPLIES

1. There are several principles to be considered in packing and crating for embarkation. Adherence to the following rules will save space and lessen damage to cargo:

a. To the maximum extent possible, maintain uniformity in box, crate, and container sizes to facilitate stowage, handling, and preparation of loading plans.

b. Separate packing and crating should be used for various types of supplies such as ordnance, electronic/signal, motor transport, and general supplies.

c. Pad and strengthen containers to ensure protection of fragile items and eliminate damage to the container or contents.

d. Waterproofing, as far as practical, shall be accomplished for all containers that contain items subject to deterioration by moisture.

e. Apply corrosion preventive materials or other appropriate preservatives to items requiring such protection.

f. Supplies and equipment that are placed on/in shelves of bookcases, or not physically stored in embarkation/mount-out boxes shall be identified for a specific container i.e., "FOR BOX NUMBER" or "CONTENTS FOR BOX NUMBER".

3003. CONTAINERS. The preparation of containers should normally be accomplished concurrently with the filling out of packing lists.

1. Construction. Due to damage incurred in normal movements and use of containers, they should be constructed to withstand rough handling.

a. MWSS-171 is normally tasked by work request with the construction of the containers to be used in embarkation. The work request shall identify the MAG-12 Embarkation Officer as a via addressee. See figure 3-1.

b. Embarkation boxes will not be destroyed, thrown away or left out in the weather. If any excesses become known, notify the MAG-12 Embarkation Officer for disposition instructions.

2. Utilization. Whenever possible, a 5 cubic foot container shall be utilized. For equipment or material that will not fit into a 5 cubic foot containers, the size container that should normally be used is a 40"x48"x48", 50 cubic foot container. For oversized equipment or supplies which obviously require a specially designed container, a container will be designed and constructed which will contain those supplies and equipment for embarkation. Each section should strive to utilize their containers to store equipment and supplies in normal day to day operations. If it is not possible to utilize containers in day to day operations, the containers should be stored in an area that is easily accessible and which provides protection for the container.

3004. CONTAINER MARKINGS

1. All boxes, crates and containers will be marked on three sides; the top, front, and one end. The arrangement is shown in figure 3-2 and 3-3 and includes the following:

a. Storage designator. A storage designator (yellow, red or white disc, 3" in diameter) will be affixed as shown in figure 3-2 and 3-3 and includes the following:

(1) Yellow disc. Applied to all cargo that must be used aboard ship and requires storage in troop berthing spaces.

~~(2) Red disc. Applied to all cargo that must accompany the unit, but does not have to be stowed on the same ship.~~

(2) White disc. All other cargo will be marked with a white disc indicating hold stowage.

b. UP&TT line number. The appropriate UP&TT line number pertaining to the cargo in the container will be centered in the stowage designator. The UP&TT line number will be applied using one inch block numerals. Contact the Group Embarkation Section for the correct UP&TT line number.

c. Box numbers

(1) Box numbers will consist of four digits and be placed to the right of the stowage designator using one inch numerals. Box numbers will not be duplicated within the UIC. For control purposes, sections/elements within a UIC should be assigned blocks of consecutive numbers.

(2) Field warehousing numbers, as described in the current edition of MCO P4450.7, may be used in lieu of the box numbers described above. If used, the box numbers will be the last four numerals (no alpha characters) of the field warehousing number. It will be placed as prescribed in the current edition of MCO P4450.7. When field warehousing numbers are used, care must be taken to ensure they are not duplicated by other assigned box numbers within the UIC.

(3) MALS-12 and UDP Squadrons assigned to MAG-12 will assign their own box numbers. Box numbers assigned to MAG-12 Headquarters can be found in Appendix F.

d. Cubic feet and weight

(1) The volume (cubic feet) and weight (pounds) will be placed on each container in one inch lettering as shown in Appendix D.

(2) When computing cubic feet, round up all fractions to the next whole number.

(3) Weight figures are rounded up to the next whole number and will be an accurate estimated weight of the container and planned contents.

e. Unit designators. The unit designator shall be placed in the center of the side to be marked. Current unit designators are found in FMFPacO 4750.1 and are to replace all previously used tactical designators. These numbers are to be black in color.

MAG-12 Unit Designators are listed below:

- (1) 3310 - MAG-12 HQTRS
- (2) 3311 - MALS-12
- (3) 3313 - VMA
- (4) 3314 - VMA (AW)
- (5) 3316 - VMAQ
- (6) 3317 - VMFA LANT
- (7) 3318 - VMFA PAC

NOTE: UDP squadrons will not be required to change tactical markings unless permanently assigned to MAG-12.

3005. PALLETS. All pallets should normally be constructed so that they may be entered from all four sides. All pallets must have sling lifting capability.

1. Standard pallet. The standard Marine Corps pallet is the 40"x 48"x 6" pallet. This pallet is the standard pallet obtained through the Marine Corps supply system. It should normally be used for delivery of palletized unit loads by surface and/or aerial means. They will not be stacked with containers so as to exceed 48 inches in height.

2. 50 cubic foot box pallet. This is a standard pallet utilized with a 50 cubic foot box. The box is permanently attached so as to become an integral unit.

3. Special pallets/skids. For specially designed containers, each shall have a special pallet which meets the above criteria allowing four way entry. However, for containers that are of such a size as to preclude the use of a standard pallet, 4" X 4" skids should be attached to the bottom of the container. The skids should facilitate four way entry.

4. 463L pallets. The 463L pallet is the standard pallet utilized when moving via the Military Airlift Command (MAC). The MAC terminal is primarily responsible for ~~ensuring that~~ sufficient 463L pallets are available for embarking. Additionally, the air freight section aboard most air stations has a limited supply of 463L pallets.

: : Aircraft 463L pallet capability:

(1) C-130 - 6

(2) C-141 - 13

(3) C-5A - 36

3006. BANDING MATERIALS. All units shall maintain a sufficient amount of banding material for embarkation and contingency operations in accordance with unit requirements. The banding material shall not be less than 1 1/4 inches wide and shall be placed not to hinder lifting/movement operations.

1. Materials. The materials required shall include but not be limited to the following:

- a. Banding stretchers
- b. Banding cutters
- c. Banding clips (sufficient size to accommodate the size strapping maintained by the unit)
- d. Carpentry tools (other tools as required)
- e. Steel strapping

2. Deployments. Units should ensure that sufficient banding materials are taken on deployments to ensure enough material is on hand during retrograde movement.



3007. EXPEDITIONARY CANS. Expeditionary cans shall be handled in bundles of five. There shall be three bundles banded per pallet. Each pallet shall in turn have a pallet board attached and marked as shown in figure 3-5.

3008. CONEX BOXES. Conex boxes shall be used for storage but shall not normally be used for mount-out planning.

3009. VEHICLE TACTICAL MARKINGS

1. Vehicles and major end items of equipment will have unit tactical markings applied in accordance with the current edition of MCO P4700.3 and FMFPacO P4750.1.

2. If a specific location is not prescribed in applicable orders, the black marking will be placed on the vertical flat surface portion of the equipment. Tactical markings shall not interfere with official registration markings of data plates. All like vehicles/end items within the unit will be uniformly marked.

3010. VEHICLE PREPARATION. Vehicle preparation will be accomplished in accordance with appropriate technical manuals and the below listed procedures:

1. All fuel tanks will contain no more than a maximum of 3/4 capacity (1/2 for ground support equipment).

2. All tires will be properly inflated to the specific tire pressure. All vehicles must be free of leaks and dirt. Any vehicle that has a leak or is dirty will not be loaded on the aircraft.

3. Vehicles to be loaded across the beach will be waterproofed and equipped with deep water fording equipment.

4. Cargo compartment bows on vehicles will be removed, secured together, and attached to the body of the vehicle. Canvas tops will be folded and placed in the vehicle or used to tie down cargo in the bed of the vehicle.

5. Windshields on tactical vehicles will be lowered when loaded aboard aircraft or ship.

6. Cargo loaded on vehicles will be securely cross-lashed. Cargo height will not exceed the highest point of the vehicle bed. Total weight of the vehicle and mobile loaded cargo will not exceed the allowable cross country weight for the vehicle. For computing the center of balance see figures 3-6, 3-7 and 3-8.

7. Vehicles will be marked on each side and hood to indicate the ship's hull number, hold and level, unloading priority number and landing serial number. Marking of vehicles/equipment will be accomplished with marking pencils, grease pens and marking tape or chalk.

8. All lifting shackles/tie-down rings will be in place.

#### 3011. GROUND SUPPORT EQUIPMENT

1. Procedures for preparation of ground support equipment for embarkation will be as follows.

a. Squadrons will reflect only the ground support equipment rated by their supported activity number IMRL in their SEMS print-out.

b. Tactical markings will be placed on the front, both sides and rear of equipment in accordance with the above information. Vehicular ground support equipment will be marked in the same manner as other vehicular equipment. Non-vehicular equipment will be boxed, palletized or marked with pallet boards depending upon the size and shape of the items.

2. Only the description outlined in the IMRL will be utilized to describe a piece of equipment. Slang terminology will not be used. (i.e.: O2 cart, "F" Level, etc).

#### 3012. MOBILE MAINTENANCE FACILITY VAN (MMF)

1. Only that equipment which actually belongs in the MMF will be placed in the van for movement. Vans will not serve as storerooms for hazardous cargo or such equipment that is not actually "rated" in the van.

2. MMF Vans will be marked on one end, top and side in accordance with figure 3-2. The last four digits of the serial number will be used in place of the consecutive box number. See figure 3-9.

3013. AVIATION ORDNANCE EQUIPMENT. Aviation ordnance equipment not otherwise packaged or boxed for embarkation, will be stowed on K-4 trailers for embarkation. Height will be adjusted to below 96".

3014. COMMUNICATION VANS AND GENERATORS. Communications vans and generators will be identified by having the nomenclature painted approximately 4" below the unit tactical marking. An abbreviated version of the nomenclature will be utilized; i.e. TGC-37, PU709, ME006, etc. The nomenclature will be in black block letters the same size as the tactical mark.

3016. OUTSIZED\_CARGO. Outsized cargo is cargo consisting of palletized supplies and/or containers larger than fifty cubic feet. Additionally, outsized cargo is cargo of such dimension and/or weight that it requires heavy equipment to move it or requires square foot storage/special handling. Pallet boards shall be made for each pallet containing cargo or outsized cargo requiring pallets. The pallet board shall be 18"X12" and marked in accordance with figure 3-4.

## SOP FOR EMBARKATION

### INDIVIDUAL SECTION

Determine container requirement and submit to squadron for approval.

### SQUADRON

Consolidate submissions from individual sections, ensuring requests are justified and forward to Group for approval.

### GROUP

Screen all requests from squadrons to ensure requests are justified. Consolidate requests and forward to MWSS-171. Maintain a record of all requests forwarded.

### MWSS-171 S-3

Monitor all requests submitted from groups.

### MWSS-171 CONST.

Upon approval, construct boxes.

Note: All requests disapproved will be returned to the requesting unit, via the chain of command, with justification for such disapproval.

FIGURE 3-1.--BOX REQUEST FLOW DIAGRAM.

# SOP FOR EMBARKATION

- A STOWAGE DESIGNATOR (AS PRESCRIBED IN PARA 3005.1A)
- B UP&TT LINE NUMBER (BLACK 1" LETTERING)
- C BOX NUMBER (WHITE 1" LETTERING)
- D UNIT TACTICAL MARKING (BLACK 1" LETTERING)
- E CUBIC FEET (WHITE 1" LETTERING)
- F TOTAL WEIGHT (WHITE 1" LETTERING)
- G WAREHOUSE NUMBER

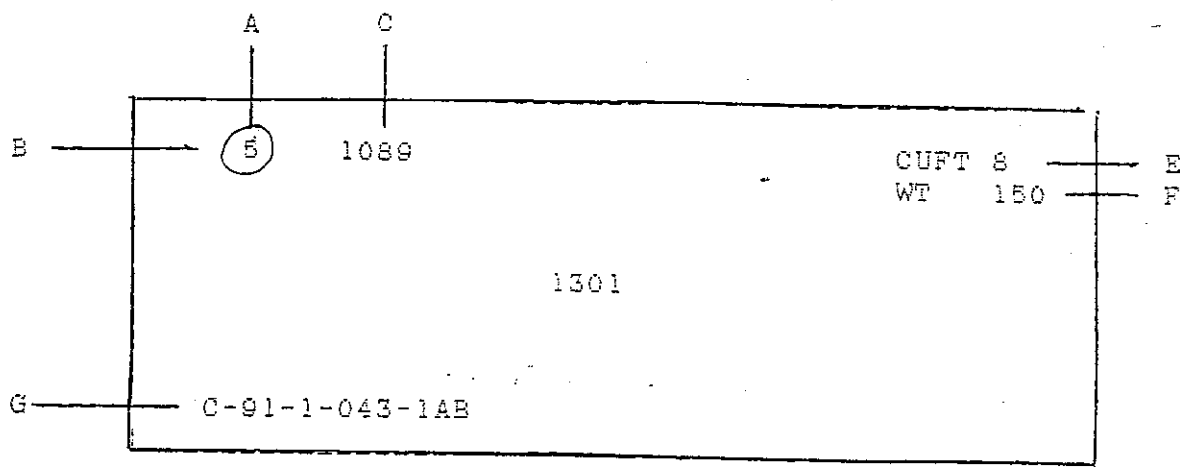


FIGURE 3-2.--EXAMPLE OF REQUIRED MARKINGS.

SOP FOR EMBARKATION

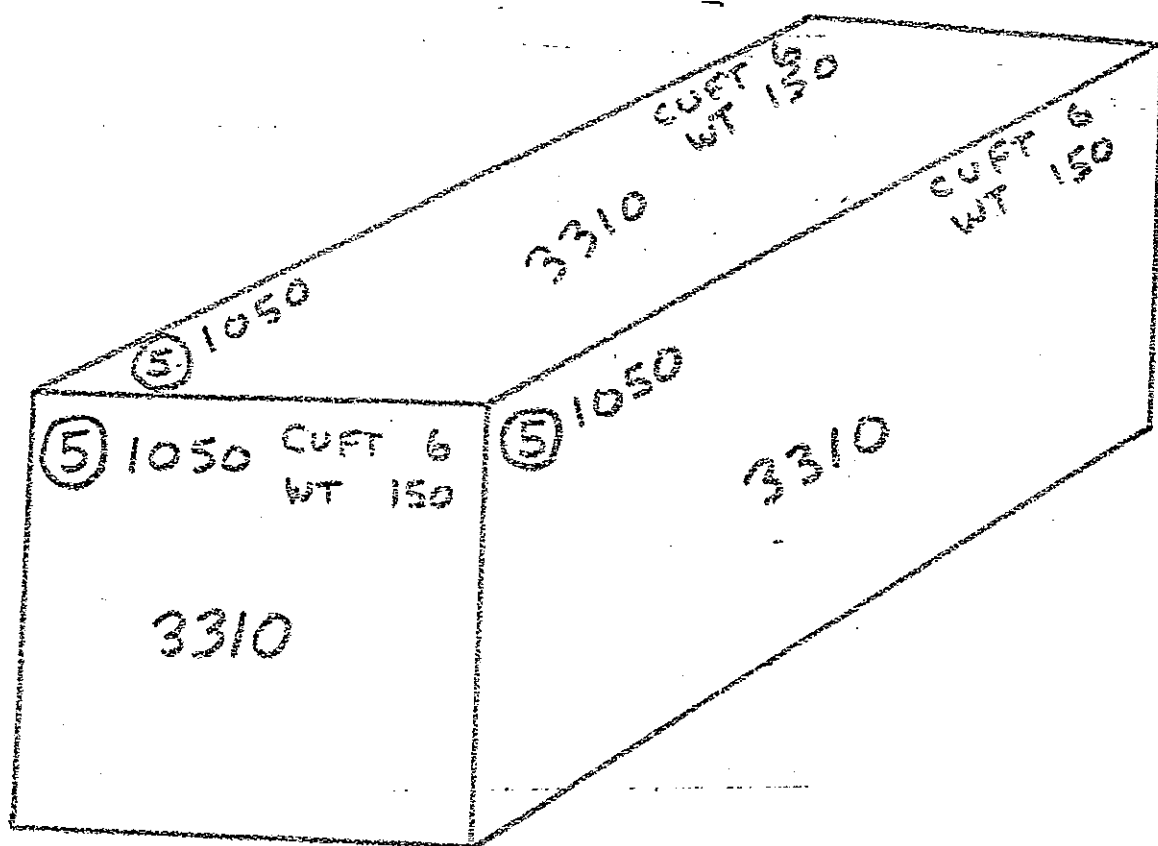


FIGURE 3-3.--EXAMPLE OF PROPERLY MARKED BOX.

# SOP FOR EMBARKATION

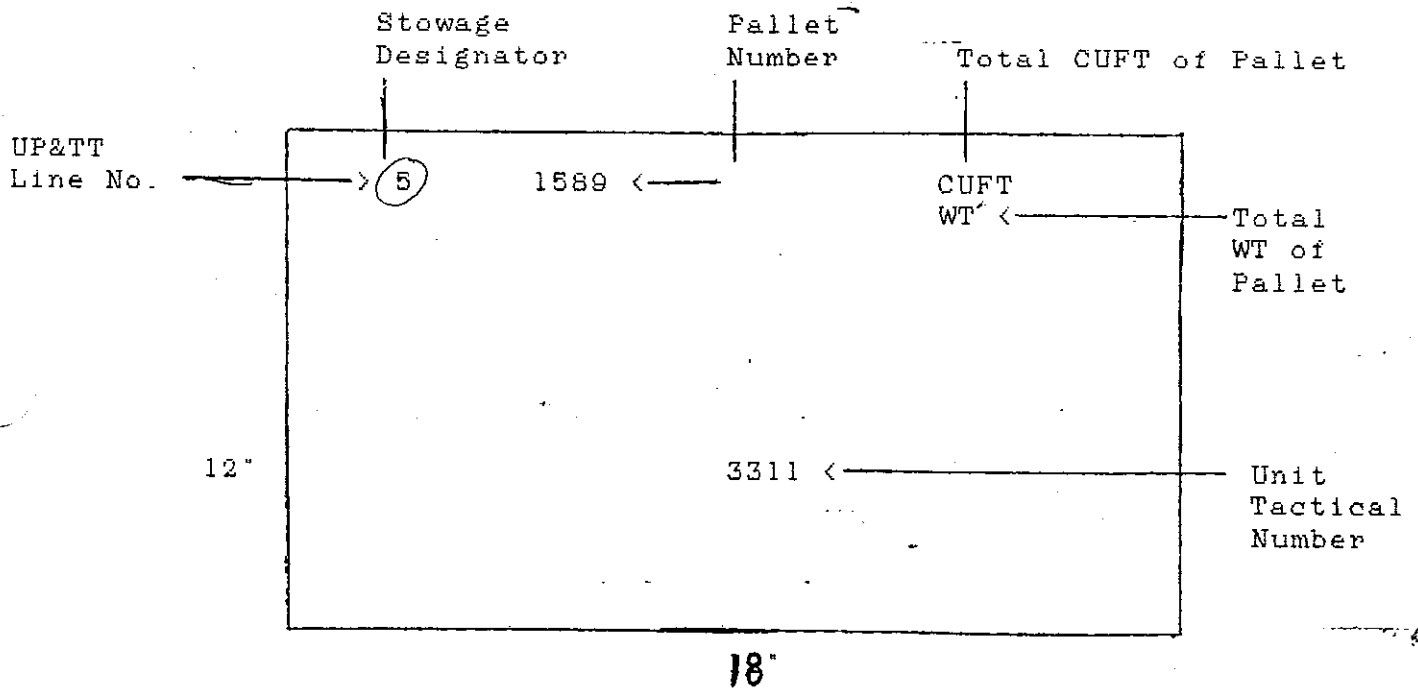
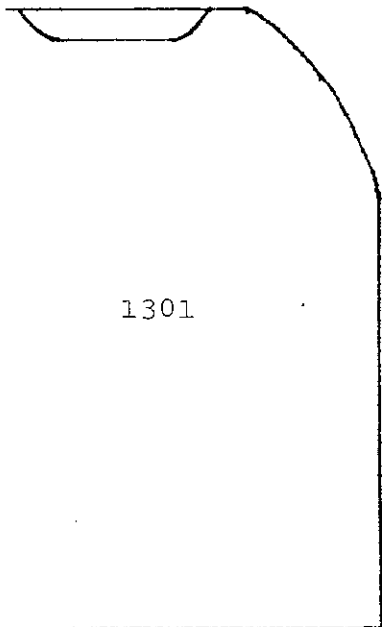


FIGURE 3-4.--SAMPLE PALLET BOARD.

# SOP FOR EMBARKATION



1301

nit Tactical Marking  
laced on Both Sides

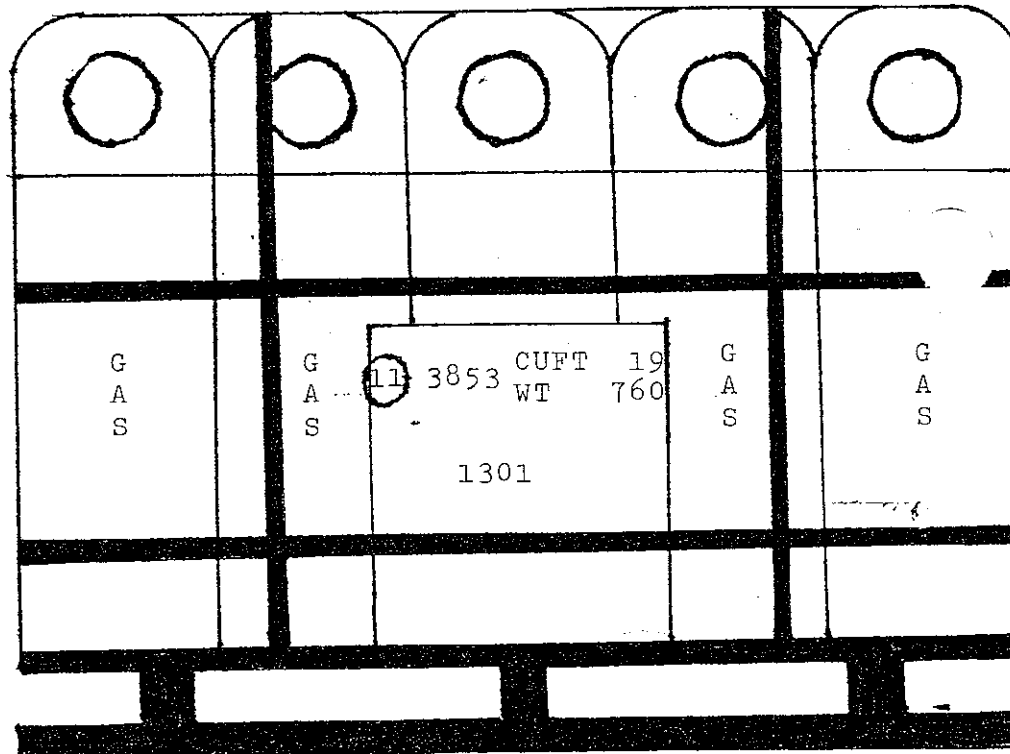


FIGURE 3-5.--SAMPLE EXPEDITIONARY CAN MARKINGS.



## SOP FOR EMBARKATION

### SINGLE AXLE VEHICLES

FORMULA:  $COB = \frac{L(W2)}{GVW}$

COB = CENTER OF BALANCE

L = WHEEL BASE (LENGTH BETWEEN AXLES IN INCHES)

W1 = FRONT AXLE WEIGHT (LBS)

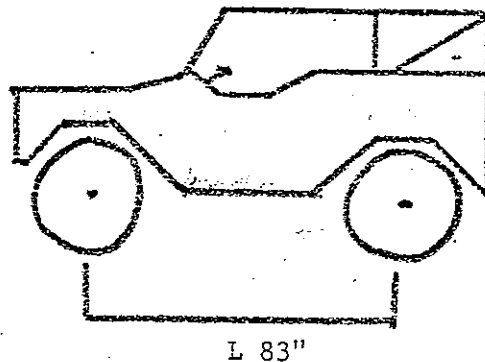
W2 = REAR AXLE WEIGHT (LBS)

GVW = GROSS VEHICLE WEIGHT (W1+W2)

MEASURE THE RESULTS IN INCHES, FROM THE FRONT AXLE BACK, MARK THE COB.

EXAMPLE:  $COB = \frac{(L) 83 \times (W2) 1570}{(GW) 2500}$

CENTER OF BALANCE (COB) = 52.1"



W1	W2
FAW	RAW
930 lbs	1570 lbs
COB=52"	

FIGURE 3-6.--SAMPLE FORMAT FOR COMPUTING CENTER OF BALANCE (SINGLE).

# SOP FOR EMBARKATION

## MULTIPLE AXLE VEHICLES

FORMULA: 
$$COB = \frac{(L1 \times W2) + (L2 \times W3)}{GW}$$

COB = CENTER OF BALANCE

L1 = WHEEL BASE OF PRIME MOVER

L2 = LENGTH FROM FRONT AXLE OF PRIME MOVER TO REAR AXLE OF TOWED UNIT

W1 = FRONT AXLE WEIGHT OF PRIME MOVER

W2 = REAR AXLE WEIGHT OF PRIME MOVER

W3 = REAR AXLE WEIGHT OF LOAD (W1 + W2 + W3)

MEASURE THE RESULT IN INCHES, FROM THE FRONT AXLE OF THE PRIME MOVER BACK, MARK THE COB.

### EXAMPLE:

$$COB = \frac{82(1570) + 172(1050)}{3550 \text{ (TW)}} \quad (L1 \ 82" \times W2 \ 1570) + (L2 \ 172" \times W3 \ 1050)$$

$$COB = 87.5" \text{ (88")}$$

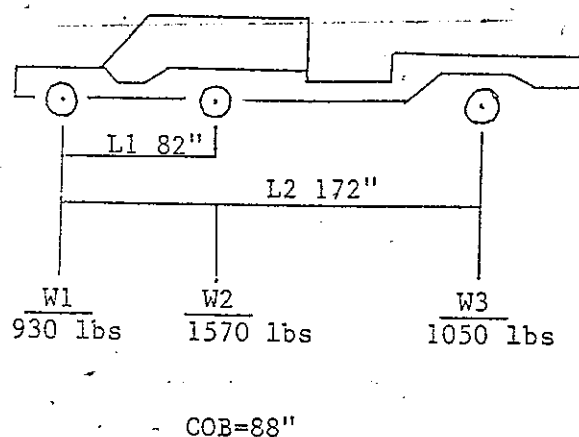


FIGURE 3-7.--SAMPLE FORMAT FOR COMPUTING CENTER OF BALANCE (MULTIPLE).

# SOP FOR EMBARKATION

## DUAL AXLE VEHICLE

FORMULA: 
$$\text{COB} = \frac{L1 \times (W2 + W3)}{GW}$$

COB = CENTER OF BALANCE

L1 = LENGTH FROM FRONT AXLE TO THE MIDDLE OF THE DUAL AXLE

W1 = FRONT AXLE WEIGHT

W2 = WEIGHT OF THE FORWARD AXLE OF THE DUAL AXLE

W3 = WEIGHT OF THE AFT AXLE OF THE DUAL AXLE

GW = GROSS VEHICLE WEIGHT (W1+W2+W3)

MEASURE THE RESULT IN INCHES, FROM THE FRONT AXLE BACK, MARK THE COB.

EXAMPLE: 
$$\frac{L1 \ 180 \times (W2 \ 1500 + W3 \ 1500)}{GW \ 5000}$$

COB = 108"

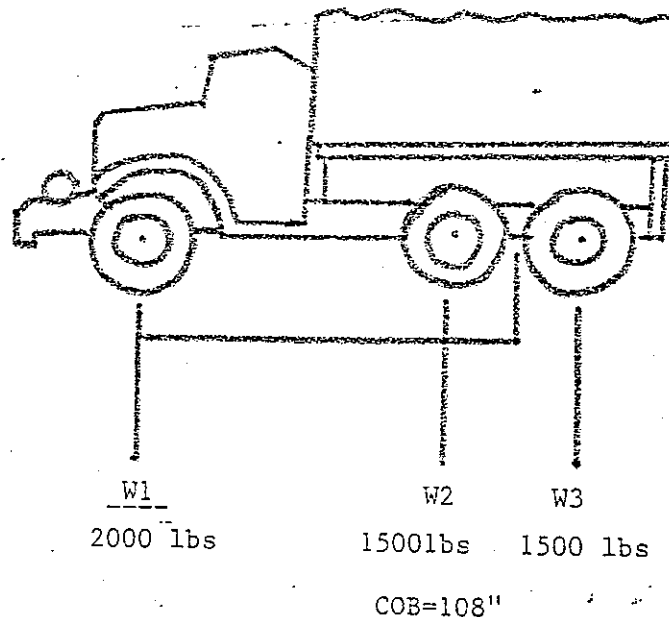


FIGURE 3-8.--SAMPLE FORMAT FOR COMPUTING CENTER OF BALANCE (DUAL).

SOP FOR EMBARKATION

MMF VANS

(22)	T001 (Last 4 Digets of Serial-Nr)	CU FT 1280
		WT 12500
3311		

ALL MARKINGS WILL BE IN 1" BLACK LETTERING

FIGURE 3-9.--EXAMPLE OF PROPERLY MARKED MMF VAN.

# SOP FOR EMBARKATION

## CHAPTER 4

### STANDARD EMBARKATION MANAGEMENT SYSTEM (SEMS)

	PARAGRAPH	PAGE
GENERAL.....	4000	4-3
SEMS RESPONSIBILITIES.....	4001	4-3
DATA BASE.....	4002	4-4
SEMS RECORD USE AND DEFINITIONS.....	4003	4-4

### FIGURE

4-1	STANDARD EMBARKATION MANAGEMENT SYSTEM (SEMS) CHANGES/ADDITIONS/DELETIONS FORM.....	4-8
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## SOP FOR EMBARKATION

### CHAPTER 4

#### STANDARD EMBARKATION MANAGEMENT SYSTEM (SEMS)

4000. GENERAL. The SEMS within 1st MAW utilizes a diskette oriented computer system designed to enhance the preparation of loading plans and the maintenance of complete and accurate embarkation data. This system replaces the Mechanized Embarkation Data System (MEDS), which was dependent on EAM cards. This computer system will provide the group/squadrons ready access to the following reports: Unit Personnel and Tonnage Table (UP&TT), Personnel Supplies and Equipment report (PSER), Cargo Manifest (CM), and the Unit Audit Listing (UAL). This system may be expanded to generate additional reports as identified in FMFM 4-2. Successful system operation is dependent upon the availability of trained personnel to develop and maintain data in compliance with the provisions of this Order and directives from higher headquarters. This Order, coupled with the current SEMS user's manual will aid in maintaining current embarkation data.

4001. SEMS RESPONSIBILITIES. In order for the system to work effectively, command attention is required. Commanding officers are responsible for the implementation and maintenance of SEMS within their unit. The following responsibilities are assigned:

##### 1. Squadron

- a. Develop unit SEMS data base as described herein.
- b. Update the unit data base on an as required basis. Figure 4-1 is a tool for updating your SEMS.
- c. Maintain a current copy of the UAL.

##### 2. Group

- a. Ensure that subordinate units are maintaining the SEMS data base correctly.
- b. Maintain a current up-to-date UAL of each subordinate unit's data base.
- c. Monitor the additions/deletions and corrections made. Ensure the master data base is updated at least once a month and/or as changes occur.

d. Conduct embarkation technical training and maintain records of subject training.

e. Conduct, at least monthly, an audit of subordinate unit's data base to ensure corrections.

f. Conduct quarterly inspections of squadrons and report results to the Group Commander.

4002. DATA\_BASE. A SEMS data base is defined as the collection of information held on the computer diskette that represents the personnel, supplies and equipment of a unit. Two data bases will be maintained current at all times as indicated below:

1. Master\_Data\_Base. A master data base file will be a duplicate of the unit's working data file. The squadron/detachment embarkation officer will ensure that if any changes occur to the unit's working data file, that the master data base is also updated. Updating of the master data base file cannot be overemphasized. Any required listing for inspections or transportation requirements (surface/air) will be obtained from the master data base file, not the unit's working data file.

2. Working\_Data\_Base. The squadron/detachment embarkation section will prepare and maintain a working data base. This data base will identify personnel, supplies and equipment that is either rated by the T/O, T/E, other applicable listing, or that is authorized to be on hand.

4003. SEMS\_RECORD\_USE\_AND\_DEFINITIONS. There are four basic record types used in the system to identify personnel, supplies and equipment within the Group. The records are defined and described as follows:

1. Billet\_Record\_(Record\_Type\_1).

a. This record is used in the system to identify numbers and ranks of personnel within a unit as authorized by the T/O. Personnel by rank or rate are accumulated and shown on the Personnel Supplies and Equipment Report (PS&ER) under UIC grouping. Personnel grand totals are held in memory core and shown on the Unit Personnel and Tonnage Table (UP&TT).

b. One billet record will be prepared for each current unit T/O, approved Manning Level or Manpower Authorization Manual for Navy Units.



## 2. Cargo\_Record\_(Record\_Type\_2).

a. This record is used in the system to identify organic and nonorganic supplies packaged as standard cargo, i.e., supplies packaged in such a manner as to require physical manhandling. A separate record type 2 will be prepared for each container or piece of organic equipment. If required during embarkation, cargo records can be grouped into pallet loads and associated with a pallet record, record type 5. Crew served weapons will be coded on their type record.

b. The cargo record of the unit represents the greatest record sequencing effort. The organization of the cargo records into the groupings will identify the specific requirements of the unit for the embarkation of their supplies and equipment.

(1) The cargo records representing supplies and equipment to be mobile loaded are sequenced and assigned to a specific vehicle record thus creating a mobile load.

(2) The cargo records representing supplies and equipment to be palletized prior to embarkation are sequenced and assigned to a specific pallet record thus creating an associated load.

(3) The cargo records for supplies and equipment required by the unit while embarked and to be stowed in troop office/living spaces (field desks, safes, files, crew served weapons, etc.) are identified by the UP&TT line number 04 "Troop Space Cargo".

(4) The cargo records for the supplies and equipment to be preloaded in landing craft prior to an operation but which are stowed in cargo holds while enroute to the operating areas are grouped in UP&TT line number sequence, and labeled "FLOATING DUMP CARGO".

(5) The cargo records for the supplies to be issued to personnel prior to the operation but are staged in cargo holds while enroute are sequenced and grouped in UP&TT line number sequence, and labeled "D-1 Supplies".

(6) The cargo records representing unit supplies and equipment which will be handled and stowed as bulk cargo and grouped in UP&TT line number sequence and labeled "Bulk Cargo". There should be little or no cargo in this category since the majority of all standard cargo will be palletized or mobile loaded.

### 3. Vehicle\_Records\_(Record\_Type\_3).

a. This record type is used in the system to provide a detailed description of each vehicle, combat essential equipment, or major end item of equipment that, because of its characteristics, precludes overstowing.

b. All items coded on record type 3 with the priority number assigned are sequenced in the order the unit desires them to be unloaded and landed. If the record represents a vehicle to be loaded with cargo, the cargo records are assigned to a specific vehicle by record linking.

c. Water/fuel trucks/trailers will always reflect the empty weight of the vehicle. When mobile loading, the water/fuel reflected on the record type 2 will be associated to the vehicle record in order reflect the full weight of the vehicle on the PS&ER.

d. Aircraft will also be coded on record type 3. Table of Authorized Material Control Number (TAMCN) Pointer is required when coding SEMS records.

4. Pallet\_Record\_(Record\_Type\_5). This record type is used to identify all supplies and equipment that is, or will be, palletized prior to loading.

a. The pallet record can be utilized in the following manner:

(1) A record type 5 can be coded to represent an empty pallet to be used in association with a grouping of record 2's. By utilizing the record linking process with record type 2's and 5's the computer will combine the cube and weight of the pallet (empty) with the cube and weight of the containers represented by the record 2's and print out on the PS&ER a pallet total to be used by the embarkation officer in loading plans.

(2) The second means of utilization of a record type is to code the record to indicate supplies which are palletized at all times operating under field warehousing procedures that store/hold palletized supplies. Supplies or equipment pooled in this manner allow over stowing (double or triple stacking) at random.

b. Units will prepare and maintain, as a portion of the SEMS data base, a sufficient quantity of empty records to accommodate the anticipated number of pallet loads to be formed.

SOP FOR EMBARKATION

4003

5. Additional information on identification of "D-1 supplies", "Floating Dump Supplies", assignments of priority numbers and association number/loading and mobile loads may be acquired by referring to the current edition of the SEMS users manual.

SOP FOR EMBARKATION

SEMS CHANGES/ADDITIONS/DELETIONS FORM

CARGO RECORDS:

REC #:

BOX #:

CHANGES:

ADDITIONS:

DELETIONS:

PALLET RECORDS:

REC #:

PALLET #:

CHANGES:

ADDITIONS:

DELETIONS:

VEHICLE RECORDS:

REC #:

SERIAL #:

CHANGES:

ADDITIONS:

DELETIONS:

FIGURE 4-1.--STANDARD EMBARKATION MANAGEMENT SYSTEM (SEMS)  
CHANGES/ADDITIONS/DELETIONS FORM.

# SOP FOR EMBARKATION

## CHAPTER 5

### AIR MOVEMENT

	PARAGRAPH	PAGE
GENERAL.....	5000	5-3
CONCEPTS.....	5001	5-3
PLANNING.....	5002	5-3
SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).....	5003	5-3
SUPPORT REQUEST.....	5004	5-3
UNIT AIRLIFT REPORT.....	5005	5-3
LOAD PLANNING.....	5006	5-4
SUPPORT PERSONNEL.....	5007	5-4
463L PALLET.....	5008	5-4
STAGING PROCEDURE.....	5009	5-5
SHORING .....	5010	5-7
DUTIES OF AIRLIFTED UNIT.....	5011	5-7

### FIGURE

5-1 SAMPLE SPECIAL ASSIGNMENT AIRLIFT MISSION REQUEST	5-8
5-2 FORMAT FOR SUBMITTING SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) .....	5-10
5-3 SAMPLE LOGISTICS SUPPORT REQUEST .....	5-16
5-4 C-130 CARGO/MANIFEST (MAC FORM 750).....	5-18
5-5 C-141 CARGO/MANIFEST (MAC FORM 559).....	5-19
5-6 C-5A CARGO/MANIFEST (MAC FORM 749).....	5-20

SOP FOR EMBARKATION

5-7	JOINT AIRLIFT INSPECTION RECORD.....	5-21
5-8	HAZARDOUS CARGO CERTIFICATION (DD FORM 1387-2)...	5-23
5-9	CHECKLIST FOR AIR MOVEMENT.....	5-24
5-10	PASSENGER MANIFEST (AF 96).....	5-27

## SOP FOR EMBARKATION

### CHAPTER 5

#### AIR MOVEMENT

5000. GENERAL. Air movement is the best method to support situations which require rapid response by Marine units. This chapter provides guidance for the expeditious outloading and air movement for administrative, or tactical airlift.

5001. CONCEPTS. An air movement operation involves the air transportation of all personnel, supplies and equipment. Air movement also covers related tactical and administrative movement. It is essential that all movement planning be exact as to the equipment, personnel, and cargo to be airlifted.

5002. PLANNING. All deployable squadrons will maintain accurate air movement data. Normally, the next step in planning would be preparation of detailed plans upon an assignment to a specific operation/exercise in which the task organization, types and amounts of supplies to be taken and emplacement points are known.

5003. SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM). Squadrons will submit in writing the number of 463L cargo pallets and the number of passengers requiring transportation on SAAM aircraft to the Group S-4 60 days in advance of the desired movement date. The group will consolidate all requests and submit the SAAM request not less than ~~45~~<sup>50</sup> days in advance. Figure 5-1 is a sample of a completed SAAM. The format for submitting a SAAM request is detailed in figure 5-2.

5004. SUPPORT REQUEST. The squadron will submit a logistics support request to the Group S-4 at least ~~70~~<sup>70</sup> days in advance of the deployment date. See figure 5-3 for a sample of logistics support request. The logistics support request will include all support requirements at the place of debarkation.

5005. UNIT AIRLIFT REPORT. The Group Embarkation Officer will submit a Unit Airlift Report to the CG, 1st MAW (G-4) within 48 hours after completion of a movement. This report provides historical data on the movement and notes any possible problem areas. The format for this report is contained in Appendix B.

5006. LOAD PLANNING. The three tools for load planning are the cargo manifest, passenger manifest, and the templates for finalizing the load plans. Each aircraft KC-10, C-5A, C-141B, and C-130 have their own individual forms for the load planning; Figures 5-4 thru 5-6 apply. Templates are utilized for preparing load plans. A standard template can be made using the data of 1/8" equals 3'. All units will possess templates for all equipment noted by the squadron.

5007. SUPPORT PERSONNEL

1. Departure Airfield Control Group (DACG). The DACG aids in the organization of staging areas as well as providing guidance for the deploying unit.

a. The Group S-4 Embarkation Section is fully trained as a DACG and will act as the DACG when the FSSG does not provide the DACG.

b. The DACG is a supporting element, not a working party. The deploying unit will provide a working party to the DACG if requested.

2. Military Airlift Control Element (ALCE). The MAC ALCE team is a composite organization tailored to support airlift missions. The ALCE team approves load plans, acts as approving authority and physically checks the staged loads utilizing the Joint Airlift Inspection Record (figure 5-7). The joint inspection has to be completed at least 24 hours prior to the movement date. The joint inspection must be completed before cargo can be moved via MAC airlift.

3. Dedicated Vehicle Support/Material Handling Equipment (MHE). The equipment and transportation required to transport, stage and load aircraft shall be requested a minimum of five days prior to the date desired. The request will be in letter format and will be addressed to the Commanding Officer MAG-12 (Attn: S-4).

5008. 463L PALLET. The 463L pallet is the standard pallet listed in the MAC airlift operations. The pallet is capable of carrying up to 10,000 pounds maximum, and is 108" wide and 88" long. Space available on the pallet is limited to 104" wide and 84" long.

1. Tall Pallet. A tall pallet is considered to be a pallet loaded with cargo exceeding 76" in height. This type of cargo filled pallet is to be used only in the primary cargo area of the aircraft.



2. Short Pallet. The short pallet is a 463L pallet loaded with cargo not exceeding 76" in height. This pallet can be positioned on the ramp or the cargo area for C-130's and C-141B's and/or in the first pallet position on the C-141 aircraft.
3. Walkway Pallet. If C-130 aircraft are utilized the 463L pallet must be configured with an 8" walkway on the 88" side of the pallet.
4. Ramp Pallet. Ramp pallets on C-130, C-141, and C-5 aircraft are limited to 76" in height. Additionally an 18" walkway is required on one side of the pallet on both C-130 and C-5 aircraft.

5009. STAGING PROCEDURE. Staging areas should be sufficiently close to the aircraft to facilitate loading. All equipment and supplies shall be staged at least 48 hours in advance of the planned aircraft arrival. This area should be large enough to accommodate material handling equipment and the staged loads of particular aircraft.

1. Customs and Immigration. All movements to Iwakuni from outside Japan will require a customs inspection. Coordination with the station customs personnel should be made in advance so as to preclude any delays. Customs is mandatory for arrivals from most countries in the West Pacific Theater of Operations and on departure to CONUS.
2. Decontamination. Prior to loading, all vehicles, pallets and general cargo items shall be cleaned of all foreign matter, i.e., mud, insects, oil, grease, etc. This is required prior to deployment and redeployment and shall be accomplished prior to the equipment and supplies being brought to the staging area.
3. Personnel
  - a. Personnel are authorized 66 pounds of personnel baggage.
  - b. Personnel are required to check-in three hours prior to the scheduled aircraft departure time, unless notified of a scheduled change.
  - c. Passenger manifests are the responsibility of the deploying unit. The manifest shall be delivered to the Group S-4 for record purposes/control 48 hours in advance of the movement date. UNDER NO CIRCUMSTANCES will the squadron manifest personnel not in support of the squadron deployment, i.e., personnel on leave, TAD, PCS etc. See figure 5-10.

4. Vehicles. The following requirements are mandatory for vehicles moved via aircraft:

- a. All vehicles are required to be in full operating condition.
- b. Fuel tanks shall be less than 1/2 full. Any expeditionary fuel cans will be empty. Trailer mounted equipment which is detached from the prime mover will contain less than 1/4 tank of fuel. Ground support equipment will contain less than 1/2 tank of fuel.
- c. Vehicles shall be cleaned thoroughly prior to embarkation and shall have no leaks. Any vehicle with a leak of any type will not be embarked.

5. Special Handling/Hazardous Cargo

- a. Ordnance. Transportation of ordnance requires special waivers prior to movement. Personnel are not permitted to be transported on the same aircraft with ordnance. Furthermore, transporting of certain types of cargo is prohibited when transporting ordnance. For specific instructions and guidance MCO P4030.19 should be consulted.
- b. POL. Bulk petroleum products can be transported via aircraft; however, containers shall be filled so as to provide space for expansion. For example, a 55 gallon drum can contain only 53 gallons. For specific instructions refer to MCO P4030.19.
- c. "Married" Pallets. Certain cargo i.e. MMF/MSP vans require double or triple pallets "married" together in order to transport them.
- d. Other. Certain special handling cargo, such as LOX carts that are full, cannot be transported with passengers aboard the aircraft without a waiver.
- e. Hazardous Cargo. In addition to the items listed above, some cargo and equipment is considered hazardous cargo. Included are vehicles with fuel in tanks and vehicles with batteries. Vehicle waivers are required to be signed and certified by a qualified official. The following are not permitted (Paragraph 1-11 of MCO P4030.19 applies).
  - (1) Single Dager Waiver. The Single Dager Waiver is a waiver granted to essential operations equipment which must be transported on cargo only aircraft. Passengers are not permitted (Paragraph 1-11 of MCO 4030.19 applies).

## SOP FOR EMBARKATION

5011

(2) The Theta Deviation Waiver. The Theta Deviation Waiver is granted to transport TAD personnel who have a valid reason to move along with dangerous material/cargo.

is Hazardous Cargo Form 1387-2. This document is required to be filled out for each item referred to as hazardous. See Figure 5-8.

5010. SHORING. Shoring is wooden planks or similar material placed on the cargo floor to distribute weight evenly over a larger area and to prevent damage to the aircraft. Shoring is procured through normal supply channels. The MAC Affiliation Program Manual describes the various shoring requirements and types and explains the method for computing shoring requirements.

5011. DUTIES OF THE AIRLIFTED UNIT. Accurate statistical data on the numbers of personnel, the quantity and dimensions of cargo/equipment to be airlifted must be provided in the initial SAAM request. Maximum utilization of the aircraft can only be achieved through planning and close coordination at the unit level. The CHECKLIST FOR AIR MOVEMENT (figure 5-9) is a guide for all requirements.

# SOP FOR EMBARKATION

FM: MAG TWELVE//S-4//  
TO: CG FIRST MAW//G-4//  
UNCLAS //NO4630//

SUBJ: SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) REQUEST FOR  
DEPLOYMENT OF COPE THUNDER 89-6

A. WGO P4600.1

1. IAW REF FOL REQ IS SUBM:

SAAM NR/PRIORITY/UNIT

/PROJECT NAME

NA / 2B1 /VMFA-314, VMA-211, MALS-12 DET /COPE THUNDER 89-6

A. AIRLIFT REQUEST/ONLOAD TO OFFLOAD

R/LINE/NR	/POE	/POD	/PAX	/BAG	/CGOST	/CUBE
U/0001/NA	/MCAS IWA JA	/NAS CUBI PT	/30	/1.5	/ 6	/1586
U/0002/NA	/MCAS IWA JA	/NAS CUBI PT	/66	/2.5	/ 0	/ 198
U/0003/NA	/MCAS IWA JA	/NAS CUBI PT	/66	/2.5	/ 0	/ 198
U/0004/NA	/MCAS IWA JA	/NAS CUBI PT	/ 1	/ .1	/ 13	/2555
U/0005/NA	/MCAS IWA JA	/NAS CUBI PT	/ 1	/ .1	/ 13	/2555
U/0006/NA	/MCAS IWA JA	/NAS CUBI PT	/ 1	/ .1	/ 13	/2555
U/0007/NA	/MCAS IWA JA	/NAS CUBI PT	/ 0	/ 0	/ 12	/2940
U/0008/NA	/MCAS IWA JA	/NAS CUBI PT	/66	/2.5	/ 0	/ 198
U/0009/NA	/MCAS IWA JA	/NAS CUBI PT	/ 0	/ 0	/12.8	/2940
U/0010/NA	/MCAS IWA JA	/NAS CUBI PT	/42	/1.4	/ 5.1	/ 853
U/0011/NA	/MCAS IWA JA	/NAS CUBI PT	/37	/1.3	/ 4.7	/1071

B. AIRLIFT REQUEST/TIMING

R/LINE/NR	/AVAL	/PICKUP	/EAD	/LAD
U/0001/NA	/24 APR 89	/24 APR 89	/23 APR 89	/25 APR 89
U/0002/NA	/30 APR 89	/30 APR 89	/30 APR 89	/ 1 MAY 89
U/0003/NA	/30 APR 89	/30 APR 89	/30 APR 89	/ 1 MAY 89
U/0004/NA	/30 APR 89	/30 APR 89	/30 APR 89	/ 1 MAY 89
U/0005/NA	/30 APR 89	/30 APR 89	/30 APR 89	/ 1 MAY 89
U/0006/NA	/ 1 MAY 89	/ 1 MAY 89	/30 APR 89	/ 2 MAY 89
U/0007/NA	/ 1 MAY 89	/ 1 MAY 89	/30 APR 89	/ 2 MAY 89
U/0008/NA	/ 1 MAY 89	/ 1 MAY 89	/30 APR 89	/ 2 MAY 89
U/0009/NA	/ 1 MAY 89	/ 1 MAY 89	/30 APR 89	/ 2 MAY 89
U/0010/NA	/ 2 MAY 89	/ 2 MAY 89	/ 2 MAY 89	/ 3 MAY 89
U/0011/NA	/ 2 MAY 89	/ 2 MAY 89	/ 2 MAY 89	/ 3 MAY 89

C. AIRLIFT REQ/ACFT MSN REQUIREMENTS

R/LINE/NR	/TYPE ACFT	/CONF	/MISSION SPT REQR
U/0001/NA	/ (1) C-130	/ (1) C-1	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0002/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0003/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD 25K K-LDR, 10K FKLFT
U/0004/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT

FIGURE 5-1.--SAMPLE SPECIAL ASSIGNMENT AIRLIFT MISSION REQUEST.

# SOP FOR EMBARKATION

U/0005/NA	/ (1) C-130	/ (1) C-1	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0006/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0007/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0008/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0009/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0010/NA	/ (1) C-130	/ (1) C-1	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT
U/0011/NA	/ (1) C-130	/ (1) CP-5	/PAX TRANS ON/OFFLOAD /25K K-LDR, 10K FKLFT

## D. AIRLIFT REQUEST/COMMODITY DESCRIPTION - ONE

R/LINE/NR	/DESCRIPTION	/QTY/WEIGHT/CUBE/DIMENSIONS/NEW/RS
U/001A/NA	/K-4 TRL	/ 2 / 6000 /748 /224X76X80 /NA /U
U/004A/NA	/463L PLT (VMFA-314)	/ 4 / 5500 /528 /88X108X96 /NA /U
U/004B/NA	/463L PLT (VMFA-314)	/ 1 / 4000 /440 /88X108X80 /NA /U
U/005A/NA	/463L PLT (VMA-211)	/ 4 / 5500 /528 /88X108X96 /NA /U
U/005B/NA	/463L PLT (VMA-211)	/ 1 / 4000 /440 /88X108X80 /NA /U
U/006A/NA	/463L PLT (MALS-12)	/ 4 / 5500 /528 /88X108X96 /NA /U
U/006B/NA	/463L PLT (MALS-12)	/ 1 / 4000 /440 /88X108X80 /NA /U
U/007A/NA	/MMF VAN (SUPPLY)	/ 2 /12000 /1740/240X108X98/NA /U
U/009A/NA	/MMF VAN (SUPPLY)	/ 1 /12000 /1740/240X108X98/NA /U
U/009B/NA	/463L PLT (JACKS)	/ 1 / 2500 /418 /88X108X76 /NA /U
U/009C/NA	/463L PLT (ORD)	/ 2 / 5500 /528 /88X108X96 /NA /U
U/010A/NA	/GTE-85	/ 2 / 1800 /221 /102X68X55 /NA /U
U/010B/NA	/NC-10	/ 1 / 6600 /315 /125X69X63 /NA /U
U/011A/NA	/M1008 TRK	/ 1 / 6600 /828 /216X77X86 /NA /U
U/011B/NA	/F404 TRLR	/ 1 / 2800 /141 /161X64X22 /NA /U

## E. AIRLIFT REQUEST/COMMODITY HAZARDOUS-TWO

R/LINE/NR	/HAZARD PARAGRAPH	/HAZARD SHIPPING NAME
U/007A/NA	/9-13	/REFRIGERATING MACHINE
U/009A/NA	/9-13	/REFRIGERATING MACHINE

## F. AIRLIFT REQUEST/CONTACTS

R/TYPE	/LOCATION	/NAME	/DUTY PHONE/HOME PHONE
U/ONLOAD	/MCAS IWA JA	/1STLT WALSH	/236-3920 /NA
U/OFFLOAD	/NAS CUBI PT	/CPL WATERS	/385-3979 /NA

G. AIRLIFT REQUEST/NARATIVE REMARKS: ACTUAL CARGO LISTED PER LIFT NR SUBJ TO CHANGE. CP-5 CONFIGURATION IS FOR 66 PAX. REQ INSYSTEM SELECT C-141B AND C-5B ACFT, AND THAT POSITIVE AIRFLOW BE PROVIDED 10 DAYS PRIOR TO REQUESTED LOAD DATE.

2. MAG-12 POC: 1STLT WALSH EMBO (AV) 236-3920.

FIGURE 5-1.--SAMPLE SPECIAL ASSIGNMENT AIRLIFT MISSION REQUEST.

## SOP FOR EMBARKATION

### CLASSIFICATION

SAAM NR/PRIORITY/UNIT

/PROJECT NAME

15 / /VMFA-314,VMA-211,MALS-12 DET /COPE THUNDER

The above two header lines are required on every SAAM.

CLASSIFICATION	Overall security classification of mission. Special weapons movements will carry minimum classification of restricted data to identify movement. Classified SAAM request: mark each item in the request with its respective classification to insure proper protection while at the same time freeing unclassified elements from restricted handling. Whenever possible, requesters should not classify POE, dates, and points of contact as they are directly related to filing the aircraft flight plan and coordinating mission set up.
SAAM NUMBER	Leave blank (assigned by FMFPAC)
PRIORITY	Leave blank (assigned by higher headquarters)
UNIT	Unit name i.e., VMA (AW)-224, VMAQ-2, MALS-12 etc.
PROJECT NAME	Cope Thunder, Brim Frost, or trng deployment etc.

FIGURE 5-2.--FORMAT FOR SUBMITTING SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).

# SOP FOR EMBARKATION

## A. AIRLIFT REQUEST/ONLOAD TO OFFLOAD

R/LINE/NR	/POE	/POD	/PAX	/BAG	/CGOST	/CUBE
U/00017	/MCAS IWA JA	/CUBI PT RP	/30	/1.5	/6	/1586
R	List security classification: U-unclassified, C-confidential, S-secret, T-top secret, (one character maximum).					
LINE	Subparagraph identifier. Include a line number for each aircraft lift onload-offload (four characters maximum).					
NR	Refers to SAAM number, Leave blank. Leave space for seven characters.					
POE	Enter the name of the port of embarkation (POE) onload terminal for the movement requirements. Identify airbase field or station. When the POE is a civilian airfield include city and state (fourteen characters maximum, use remarks section if required).					
POD	Enter the name of the port of debarkation (POD) offload terminal for the movement requirements. Identify airbase field or station. When the POD is a civilian airfield include city and state (fourteen characters maximum, use remarks section if required).					
PAX	Number of passengers to be onloaded and offloaded at each location. If this is a cargo SAAM, indicate those passengers who may be couriers or technical escorts (five characters maximum, use remarks section if required).					
BAG	Total weight of baggage in short tons to the nearest tenth of a ton (five characters maximum).					
CGOST	Total short tons of all cargo to the nearest tenth of a ton.					
CUBE	Total cubic feet of cargo plus three cubic feet per passenger (six characters maximum).					

FIGURE S-2.--FORMAT FOR SUBMITTING SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).

## SOP FOR EMBARKATION

### B. AIRLIFT REQUEST/TIMING

R/LINE/NR	/AVAIL	/PICKUP	/EAD	/LAD
U/0001/	/24 APR 89	/24 APR 89	/23 APR 89	/25 APR 89
R	List security classification (one character maximum).			
LINE	List line number for each aircraft lift requirement (four characters maximum).			
NR	Assigned by FMFPAC only, leave space for seven characters.			
AVAIL	Identify date(s) and times(s) for availability (ready to load). Do not request specific times that a unit is to be loaded aboard unless absolutely necessary, but if a specific time is necessary use "Z" (GMT) times. Provide a three day window between load availability at POD (twelve characters maximum). If a specific time is required and the window is forty-eight hours or less, justification is required in the remarks section.			
PICKUP	List date(s) and time(s) for desired pickup. Refer to availability date for instructions if a specific time is required (twelve characters maximum).			
EAD	The earliest arrival date this airlift requirement is permitted to arrive at the POD/offload, if applicable (twelve character maximum).			
LAD	The latest date(s) and time(s) airlift requirement must arrive at the POD/offload. Refer to availability date for instructions if a specific time is required (twelve characters maximum).			

FIGURE 5-2.--FORMAT FOR SUBMITTING SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).



# SOP FOR EMBARKATION

## C. AIRLIFT REQUEST/AIRCRAFT - MISSION REQUIREMENTS

R/LINE/NR	/TYPE ACFT/CONF	/MSR
U/00017	/(1) C-130/C-1	/PAX TRANS ON/OFF LOAD/25K K-LDR /10K FKLFT

R List security classification (one character maximum).

LINE Line number for each aircraft requested (four characters maximum).

NR Refers to SAAM number. Leave blank. Leave space for seven characters.

TYPE ACFT Type of aircraft desired (twelve characters maximum).

CONF Refers to aircraft configuration leave blank.

MSR List mission support requirements, i.e., forklift, K-loader, ALCE teams, and electronic winch, etc. (thirty-two characters maximum).

## D. AIRLIFT REQUEST/COMMODITY DESCRIPTION - ONE

R/LINE/NR	/DESCRIPTION	/QTY	/WT	/CUBE	/DIMENSIONS	/NEW	/RS
U/001A/	/K-4 TRL	/2	/6000	/748	/224x76x80	/	/U

R List security classification (one character maximum).

LINE Line number for each piece of cargo to be loaded on the aircraft with the corresponding line number from paragraph C (four characters maximum).

NR Refers to SAAM number leave blank, leave space for seven characters.

DESCRIPTION List shipping names of cargo items using official military nomenclature. Use proper name and no special letters or codes which are not commonly known, i.e., NC-10 Power Plant vice, NC-10 (sixteen characters maximum).

FIGURE 5-2.--FORMAT FOR SUBMITTING SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).

## SOP FOR EMBARKATION

QTY List quantity of 463L pallets, vehicles, and equipment (three characters maximum).

WT List individual weight (in pounds) of 463L pallet, vehicles, and equipment (six characters maximum).

CUBE List individual cube of 463L pallets, vehicles, and equipment (five characters maximum).

DIMENSIONS List individual dimensions in inches (lgth x wth x hgt) of 463L pallets, vehicles, and equipment (eleven characters maximum).

NEW Indicates the net explosive weight (NEW) by class for each item containing class A or B explosives (three characters maximum).

RS List classification of cargo.  
 U-unclassified  
 C-confidential  
 S-secret  
 T-top secret

### E. AIRLIFT REQUEST/COMMODITY HAZARDOUS - TWO

R/LINE/NR	/HAZ PARA	/HAZARDOUS SHIPPING NAME
U/001A/	/9-12A (1)	/FIRE EXTINGUISHER
U/001A/	/9-13A (1)	/REFRIGERATING MACHINE
U/001A/	/8-56A 3 (A)	/CHEMICAL KIT

R List security classification (one character maximum).

LINE Line number for each hazard that corresponds with the line number from paragraph D (four characters maximum).

NR Refers to SAAM number leave blank, leave space for seven characters.

HAZ PARA Identify appropriate paragraphs and subparagraphs in the current edition of MCO P4030.19 (ten characters maximum).

FIGURE 5-2.--FORMAT FOR SUBMITTING SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).

## SOP FOR EMBARKATION

**HAZARDOUS** Identify the proper shipping name of all hazardous items contained in chapter 4 of MCO 4030.19. Use remarks section if necessary. Hazardous materials will not be airlifted unless all provisions of subject regulations have been complied with (forty-three characters maximum).

### F. AIRLIFT REQUEST/REQUESTS/CONTACTS

R/TYPE	/LOCATION	/NAME	/DUTY PHONE	/HOME PHONE
U/ONLOAD	/MCAS IWA JA	/LCPL BELL	/AV236-3082	/N/A
U/ENROUTE/ONBOARD ACFT		/GYSGT MILLER	/	/
U/DEST	/CUBI PT RP	/CPL BOX	/AV885-3926	/AV885-3937
U/OVERALL/MCAS IWA JA		/1STLT WALSH	/AV236-3082	/

**R** List security classification (one character maximum).

**TYPE** List type of contact: onload, enroute, destination, overall (seven characters maximum).

**LOCATION** Identify location (fourteen characters maximum).

**DUTY PHONE** Identify office phone number to include commercial or autovon, as applicable (twelve characters maximum).

**HOME PHONE** Provide home phone number to include appropriate area code (fourteen characters maximum).

### G. AIRLIFT REQUEST NARRATIVE/REMARKS

(1) List any remarks or other information pertinent to the mission.

FIGURE 5-2.--FORMAT FOR SUBMITTING SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).

# SOP FOR EMBARKATION

FROM: VMFA ONE ONE FIVE//S-4//  
TO: MAG TWELVE//S-4//

SUBJ: LOGISTICS SUPPORT REQUEST FOR COPE NORTH 90-1, 1-15 OCT 89

- A. WgO P3000.4
- B. GruO P3000.1

1. IAW REF A AND B THE FOLLOWING SUPPORT REQUEST IS SUBMITTED FOR

## A. MESSING AND BILLETING:

	MALE	WM
1. OFFICERS 04/05:	5	
03/BELOW:	18	
2. SNCO'S E7-E9:	17	1
E-6:	25	
3. E-5/BELOW:	100	4

## B. PARKING, HANGAR, AND OFFICE SPACES:

- 1. 12 F/A-18
- 2. 1500 SQFT MAINT SPACE W/115V/60HZ AC POWER
- 3. 800 SQFT ADMIN SPACE W/115V/60HZ AC POWER
- 4. 1000 SQ FT HANGAR SPACE W/115V/60HZ AC POWER  
3 PHASE AC AND HIGH/LOW AIR COMPRESSOR CAPABILITY
- 5. RAMP AND PARKING SPACE FOR 12 F/A-18 ACFT
- 6. AUTOVON CAPABLE PHONE IN EACH OFFICE SPACE, 1 UHF RADIO IN  
READY ROOM AND MAINT CONTROL
- 7. DESIGNATED SECURITY AREAS FOR CMS AND CLASSIFIED STORAGE
- 8. AUTHORITY TO USE HAND HELD RADIOS

## C. POL/GASEOUS CONSUMABLES:

1. JP-4/5	130,000 GALS
2. LOX	2000 LITERS
3. NITROGEN	100 CUFT(CUBE FEET)
4. MOGAS	100 GALS
5. DIESEL	400 GALS
6. OIL (MIL-L-23699C)	20 GALS
7. HYD FLUID (MIL-H-83282B)	20 GALS
8. FREON (MIL-L-80320 TYPE II)	2 GALS

## D. TRANSPORTATION:

- 1. PICK UP 2
- 2. 9 PAX VAN 2
- 3. STEP VAN 1

FIGURE 5-3.--SAMPLE LOGISTICS SUPPORT REQUEST.

# SOP FOR EMBARKATION

4. SEDAN 1  
5 44 PAX BUS 1

E. ORDNANCE: N/A

F. GROUND SUPPORT EQUIPMENT:

NSN	NOMEN	COMMON NAME	QTY-
1740004147150	TRACTOR, A/C	TA-75/JG-40	2
6118009335397	MOBILE ELEC PWR PLANT	NC-10/NC-8	1
1730011552670	UNIVERSAL TOW BAR, A/C	NT-4	1
3658001580657	LOX STORAGE TK TMU70/M	50 GAL LOX	1
3658009087451	NITROGEN SERVICING TRL	NAN 2 CART	1
4920000890521	HYDRAULIC TEST STAND	AHT-64	1
6230011452495	COMPRESSOR POWER UNIT	NCPP-105	1
2838009235380	AIR CONDITIONER UNIT	NR-10/AM32C	1
4310011240883	AIR COMPRESSOR	SUL AIR COMP	1

G. MAINTENANCE SUPPORT:

1. HIGH POWER TURN-UP
2. COMMON AVIONICS SUPPORT
3. AIRFRAMES SUPPORT
4. PME CALIBRATION
5. OIL ANALYSIS
6. TIRE/WHEEL BUILD-UP
7. FLIGHT EQUIPMENT
8. SAFETY AND SURVIVAL
9. AIRCRAFT WASH AREA
10. HAZARDOUS WASTE DISPOSAL
11. NDI SUPPORT
12. COMPASS ROSE

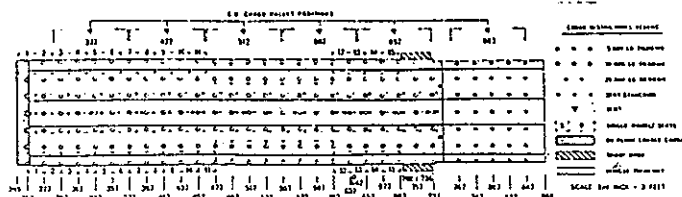
H-N: N/A

2. MAG-12 POC: 1STLT WALSH, EMBO (AV) 236-3920/3976

FIGURE 5-3.--SAMPLE LOGISTICS SUPPORT REQUEST.

1. UNIT NAME (REF ID) Name in Numbers		2. UNIT IDENTIFICATION CODE		3. TYPE MOVEMENT DATA		4. MOVEMENT DATE		5. UNIT AIRCRAFT LOAD NUMBER		UNIT OR TRAILER	
6. SHIP NUMBER		7. ACFT SERIAL NO. (last four)		8. CONFIGURATION		9. IN-PANTRY AIRCRAFT ID		10. DESTINATION AIRFIELD ICAO			

SCALE - 1/4" = 2 FEET



3-18

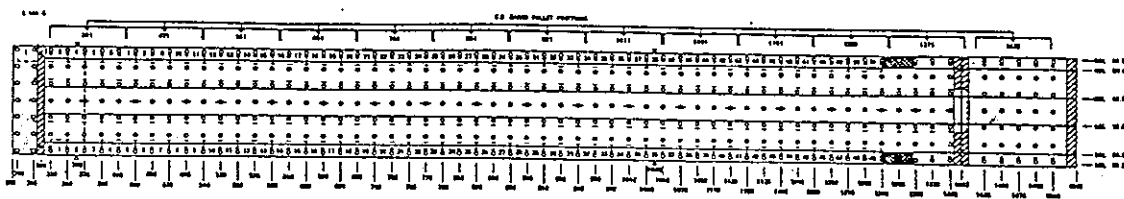
FIGURE 5-4.--C-130 CARGO/PASSENGER MANIFEST (MAC FORM 750).

# SOP FOR EMBARKATION

UNIT BEING AIRLIFTED (Name or Number)		2. UNIT IDENTIFICATION CODE		3. TYPE MOVEMENT PLAN		4. MOVEMENT DATE		5. UNIT AIRCRAFT LOAD NUMBER		PAGE OF PAGES	
MISSION NUMBER		7. ACFT SERIAL NO. (Last five)		8. CONFIGURATION		9. DEPARTURE AIRFIELD/ETD		10. DESTINATION AIRFIELD/ETA			

1. ACTUAL LOADOUT

SCALE - 1/4" = 3 FEET



- COVER RESTRICTIONS/LEGEND**
- ○ ○ 10,000 LB THROUGH
  - ● ● 25,000 LB THROUGH
  - ◇ ◇ ◇ SEAT STANDDOWN
  - △ V VENT
  - [S] [B] [J] SINGLE/DOUBLE SEATS
  - [Hatched Box] NO FLOOR LOADED CARGO
  - [Diagonal Lines Box] NO AXLE LOADS
  - [Dotted Box] NO WHEEL LOADS
  - [Solid Box] VEHICLE TREADWAY
  - [Dashed Line] CREW REST FACILITY

ITEM MODEL AND ENCLATURE/DESCRIPTION	VEHICLE PACKAGE NUMBER	SERIAL INCREMENT NUMBER	e. REMARKS (Special handling, shoring, etc.)		f. PLANNED LOAD DATA (Total in inches)			g. ACTUAL LOAD DATA					FUSELAGE STATION	REMARKS CODE (For use in Column "h")
			PLANS CODE (From Column f)	OTHER	LENGTH	WIDTH	HEIGHT	WEIGHT (Total Pounds)	HEIGHT (Total Inches)	CUBE	WEIGHT (Total Pounds)	CENTER OF BALANCE		
														1. Off-center: 1A. RIGHT 1B. LEFT
														2. Center line but not required for load.
														3. Shoring required 3A. PARKING 3B. ROLLING 3C. SLEEPER 3D. BRIDGE
														4. Must be done in advance to show line of travel.
														5. Sequence 7-10 1AW actual weight.
														6. DD Form 1387 required.
														7. Maximum fuel 7A. 3/4 TANK 7B. 1/2 TANK 7C. 1/4 TANK
														8. Equipment driver or payload: 8A. DRAINED 8B. PURGED
														9. Vent kit required OTHER CONDITION: Identify in column "h(2)"
PASSENGER SEATS					TOTAL									
PLANNING DATA		ACTUAL DATA												
REMARK NO. DATA AVAILABLE	AVG WEIGHT (Lbs. each)	TOTAL PLANNED WEIGHT	NUMBER SEATS USED	TOTAL WEIGHT (Pounds)	13. DATE APPROVED		14. TYPED OR PRINTED NAME, GRADE AND ORGANIZATION OF PLANNING OFFICIAL			15. SIGNATURE OF PLANNING OFFICIAL				

FIGURE 5-5.--C-141 CARGO/PASSENGER MANIFEST (MAC FORM 559).

## SOP FOR EMBARKATION

1. UNIT BEING AIRLIFTED (Name or Number)		2. UNIT IDENTIFICATION CODE		3. TYPE MOVEMENT PLAN		4. MOVEMENT DATE		5. UNIT AIRCRAFT LOAD NUMBER		PAGE OF PAGES	
6. MISSION NUMBER		7. ACFT SERIAL NO. (Last five)		8a. UNLOADING MODE OFFLOAD <input type="checkbox"/> FWD <input type="checkbox"/> REAR <input type="checkbox"/> N/A <input type="checkbox"/> AFT <input type="checkbox"/> N/A		8b. UNLOADING MODE OFFLOAD <input type="checkbox"/> FWD <input type="checkbox"/> REAR <input type="checkbox"/> N/A <input type="checkbox"/> AFT <input type="checkbox"/> N/A		9. CONFIGURATION		10. DEPARTURE AIRFIELD/ETO	
11. ACTUAL LOADOUT		SCALE - 1/4" = 3 FEET		C.B. CARGO PALLET POSITIONS		CODED RESTRICTIONS/LEGEND: A V VENT					

MAC 749 (ONE-TIME)

**C-54 PASSENGER/CARGO MANIFEST**

FIGURE 5-6.--C-5A CARGO/PASSENGER MANIFEST (MAC FORM 749).



# SOP FOR EMBARKATION

JOINT AIRLIFT INSPECTION RECO									
1. UNIT BEING AIRLIFTED		2. DEPARTURE AIRFIELD			3. DATE				
4. TYPE ACFT AND SERIAL NO.	5. MISSION NO.	6. LOAD/CHALK NO.	7. TIME COMPL	8. ALCE					
<b>LEGEND</b> (Mark blocks after each item as follows) <input checked="" type="checkbox"/> Satisfactory    X = Unsatisfactory N/A = Not applicable		<b>INCREMENT/SERIAL/BUMPER NUMBER AND TYPE</b>							
<b>A. PREPARATION</b>									
9. Clean (No dirt, trash, pests)									
10. No fluid leaks									
11. Scale weight (Both sides)									
12. CB (Both sides)									
13. Fuel tanks (IAW AFR 71-4)									
14. Fuel tank caps (As required)									
15. Petrol cans secured (Maximum 5 gallons)									
16. Size reduction - antennas, bows									
17. Dimensions (Fits aircraft envelope)									
18. Battery secured									
19. Vehicle/equipment secured									
a. Axe, shovel, pick									
b. Spare wheel, tools, bow									
20. Mechanical condition									
a. Engine runs									
b. Brakes									
21. Tire pressure (Maximum 100 PSI)									
22. Tie down points									
23. Pins for pintle hooks and clevises									
24. Tancards (Drained and purged)									
25. DD Form 1387-2 (As required)									
26. Manifests - number of copies									
<b>B. ACCOMPANYING LOAD</b>									
27. Secured to vehicle - 1 Gs, 3 Gs									
28. Within rated capacity									
29. Compatible cargo (IAW AFR 71-4)									
30. DD Form 1387-2 (As required)									
<b>C. SPECIAL REQUIREMENTS</b>									
31. Shoring - rolling, parking									
32. Ramp									
<b>D. PALLETS</b>									
33. Dimensions - width, height									
34. DD Form 1387-2 (As required)									
35. Compatible with other cargo									
36. Cargo properly secured									
(a) Netted									
(b) Chained									
37.									
<b>E. HELICOPTERS (Flyaway)</b>									
38. Battery disconnected									
39. Fuel quantity - (As required)									
40. Weight (Both sides)									
41. CB (Both sides)									
<b>F. CORRECTED ITEMS</b>		<b>43. REMARKS</b>							
42. BLOCK NO.	LEGEND	43. (Cont)	LEGEND						
A.		F.							
B.		G.							
C.		H.							
D.		I.							
E.		J.							
44. TRANSPORTED FORCE INSPECTOR SIGNATURE			45. AIR FORCE INSPECTOR SIGNATURE						

MAC FORM 347 PREVIOUS EDITION WILL BE USED

FIGURE 5-7.--JOINT AIRLIFT INSPECTION RECORD.

## SOP FOR EMBARKATION

### PREPARATION AND USE OF MAC FORM 347 JOINT AIRLIFT INSPECTION RECORD

#### 1. Responsibilities:

- a. MAC aerial port personnel assigned to Mission Support Teams (MSTs) are responsible for approving all aircraft loads, supervising the loading/offloading and tying down of vehicles/cargo and assuring compliance with applicable TO -9 loading procedures.
- b. The transported unit is responsible for establishing precedence of movement to the marshalling area and the preparation of troops and materiel, including documentation for air movement in accordance with existing directives.
- c. Due to joint responsibilities, it is necessary to accomplish and document joint inspections of equipment prior to loading. The inspection of aircraft loads will be performed by qualified representatives from the aerial port MST and the transported force.

#### 2. Inspection Procedures:

- a. All inspections will be conducted jointly by qualified aerial port and transported force representatives. The completed form will indicate to the aircraft loadmaster that the required inspection has been accomplished. No formal after load inspection is required as all noted discrepancies are corrected prior to loading.
- b. MAC Form 347 will be utilized as the document for the joint inspection. Three copies will be completed for each aircraft load and signed by appropriate personnel.
  - (1) One signed copy will be attached to the aircraft cargo manifest.
  - (2) The MST and transported force representative will each retain a signed copy.

#### 3. Preparation Instructions:

- a. Heading:
  - (1) Block 1, *Unit Being Airlifted*. Enter the numerical designation and geographic location of the military unit responsible for the equipment being airlifted. For example: HHC 172 D INF BDE Ft Richardson, Alaska.
  - (2) Block 2, *Departure Airfield*. Enter the name of the facility the airlifted unit is departing: i.e., Elmendorf AFB, AK.
  - (3) Block 3, *Date*. Day, month and year that the inspection is accomplished.
  - (4) Block 4, *Type Aircraft and Serial Number*. Enter the type, model, series and complete serial number of the aircraft on which the equipment is loaded.
  - (5) Block 5, *Mission Number*. Enter the mission number as designated in the plan or operations order.
  - (6) Block 6, *Load/Chalk Number*. Enter the user assigned unit aircraft load number that establishes the desired load movement sequence.
  - (7) Block 7, *Time Complete*. Enter the local time that the load has been checked and is ready for movement.
  - (8) Block 8, *ALCE*. Enter the numerical designation of the unit that has MST/ALCE responsibility for the operating location.
- b. Body:
  - (1) The increment/serial/bumper number and type of equipment will be entered in the appropriate block. The legend for completing the inspection is contained in block on the left. The appropriate entry will be annotated in the proper column. There will only be one entry in each inspection block for each item.
  - (2) Items not initially accepted will be entered in Section F when the corrective action has been completed.
  - (3) Block 43, *Remarks*, will be used as required.
  - (4) Blocks 44 and 45 will contain legible signature.

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FIGURE 5-7.--JOINT AIRLIFT INSPECTION RECORD.

# SOP FOR EMBARKATION

ITEM NOMENCLATURE	NET QUANTITY PER PACKAGE		TRANSPORTATION CONTROL NO.	
	CONSIGNMENT GROSS WEIGHT		DESTINATION	
SUPPLEMENTAL INFORMATION			LOAD STORAGE/GROUP	
			FLASH POINT	
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! (Complete applicable blocks below)				
This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft)		ATA/IATA/IMCO REGULATIONS		
AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph		49 cfr	PARAGRAPH	EXEMPTION
DOD 4500.32R (MILSTAMP)			173.7 (a)	DOT-E 7573
ADDRESS OF SHIPPER		TYPED NAME, SIGNATURE AND DATE		
DD Form 1387-2, JUN 86 S/N 0102-LF-001-3877		Previous editions are obsolete. Form Approved OMB No. 0704-0188 <b>SPECIAL HANDLING DATA/CERTIFICATION</b>		

FIGURE 5-8.--HAZARDOUS CARGO CERTIFICATION (DD FORM 1387-2).

## SOP FOR EMBARKATION

### 1. PLANNING PHASE:

#### a. <sup>80-120</sup>~~70-120~~ Days prior to deployment

- (1) Determine deployment location and dates.
- (2) Determine required deployment date.
- (3) Determine onload and offload location.
- (4) Establish liaison with the Group Embark Officer and determine who will act as contact point at offload location.
- (5) Determine onload point contact officer.
- (6) Submit support request to the Group S-4.

#### b. 60 days prior to deployment submit SAAM request to the Group S-4

- (1) Determine exact amount of personnel, cargo, and equipment to be airlifted.
- (2) Determine Hazardous cargo to be airlifted.
- (3) Determine support and special loading requirements at onload/offload points.

#### c. 2-7 days prior to deployment

- (1) Prepare general cargo for air movement.
  - (a) Ensure that all cargo containers are serviceable.
  - (b) Ensure cargo is thoroughly cleaned.
  - (c) Obtain required quantities of 463L pallets and cargo nets.
  - (d) Palletize cargo on 463L pallet and net properly.
- (2) Prepare vehicles/equipment for air movement.
  - (a) Clean all vehicles/equipment thoroughly.

FIGURE 5-9.--CHECKLIST FOR AIR MOVEMENT.

## SOP FOR EMBARKATION

- (b) Inspect vehicles/equipment for any leaks.
  - (c) Mobile load cargo, as required, and ensure 1/2" rope is utilized for securing.
  - (d) Ensure that vehicles/equipment fuel tanks are no more than 1/2 full except vehicles/equipment scheduled for aircraft cargo ramp, which may be no more than 1/4 full.
- (3) Determine dunnage requirements and ensure the required material is on hand.
- (a) 463L pallets 3 pieces, 4"x4"x88" dunnage per pallet.
  - (b) Rolling, parking, and sleeper shoring is available.
  - (c) Trailer tongue 12"x12"x1 dunnage per trailer.
  - (d) All items that will have metal to metal contact on the aircraft or 463L pallets and hard rubber tires require dunnage. Check with Group Embarkation on dunnage requirements.
- (4) Ensure all loading support requirements, i.e., forklifts, working party, trucks, ect., have been requested and confirmed.
- d. 48 hours prior to deployment
- (1) Ensure all cargo, vehicles, and equipment are prepared for air movement.
  - (2) Weigh all items for accurate weight. Scales are available at the Group Embarkation Office.
  - (3) Mark all items with center of gravity point and weight.
  - (4) Conduct a joint inspection with designated Group/AF representative(s) of all cargo to be airlifted to ensure proper preparation.
  - (5) Ensure all hazardous cargo is properly certified, labeled and/or placarded for air movement.

FIGURE 5-9.--CHECKLIST FOR AIR MOVEMENT.

## SOP FOR EMBARKATION

(6) Ensure aircraft load plans are properly filled out and complete accurate information is listed (to be completed by the Group S-4).

(7) Ensure all cargo is staged, by planned aircraft load, and fully prepared for loading at least 24 hours prior to scheduled onload of first aircrafts. (Note: Once staged, cargo/equipment/vehicles will not leave the staging area).

### 2. LOADING\_PHASE

a. Ensure required working party (five men per aircraft), all support equipment, and qualified operators are available at the onload site one hour to scheduled onload time of first aircraft. (Note: Assigned working party will be scheduled for deployment on last scheduled aircraft only).

b. Ensure passengers scheduled to be airlifted report to the onload point three hours prior to scheduled onload time.

c. Ensure that the designated contact officer is at onload site two hours prior to scheduled commencement of onloading, and is available throughout the onload time.

FIGURE 5-9.--CHECKLIST FOR AIR MOVEMENT.

# SOP FOR EMBARKATION

PASSENGER MANIFEST				(Check applicable box)		1. CARRIER	2. AIRCRAFT NO.
3. ORIGIN		4. DESTINATION (Name and location)		5. MANIFEST NO.	6. TRIP NO. AND DATE	7. CABIN ATTENDANT	
MCAS IWA JA		NAS CUBI PT RP		1	SAAM NR/DATE		
8. MANIFEST							
LINE NO.	GRADE OR TITLE	U.S. ARMED FORCES PASSENGERS (Name and AFSN or SSAN) U.S. CIVILIANS AND FOREIGN NATIONALS (Name-Last, First, M.I., and Passport No.)	CHECKED BAGGAGE		PASSENGER WEIGHT PLUS CABIN BAGGAGE	AUTHORITY AND/OR PRIORITY IDENTIFICATION (HQS., Order No., and Date)	
			PIECES	WEIGHT			
A.	B.	C.	D.	E.		F.	
1	CAPT	MARINE I. M. 122334456				MAIS-12	
2	1STLT	EMBARK B. X. 222113378				VMFA	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
TOTALS						TOTAL WEIGHT PASSENGERS AND ALL BAGGAGE	
9. ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN LOADED.							
DATE		MANIFEST PREPARED BY (Typed name, grade, title)				SIGNATURE OF LOADING SUPERVISOR	
10. ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN RECEIVED EXCEPT AS CIRCLED AND NOTED ON REVERSE.							
DATE		PRINTED NAME, GRADE OR TITLE OF UNLOADING SUPERVISOR				SIGNATURE	

AF FORM 96  
APR 66

FIGURE 5-10.--PASSENGER MANIFEST (AF 96).

# SOP FOR EMBARKATION

## CHAPTER 6

### SURFACE SHIPPING

	PARAGRAPH	PAGE
GENERAL.....	6000	6-3
EMBARKATION PLANNING.....	6001	6-3
PORT INFORMATION.....	6002	6-3
EMBARKATION CONTROL.....	6003	6-4
WORKING PARTIES.....	6004	6-4
SHIP LOADING AT MCAS IWAKUNI.....	6005	6-4





## SOP FOR EMBARKATION

### CHAPTER 6

#### SURFACE SHIPPING

6000. GENERAL. As contingency planning is formulated by MAG-12 and MAG-12 units, surface movement/shipping should be considered. Procedures for surface movement/shipping are set forth in FMFM 4-2, the current edition of FMFPacO P4600.1, WgO P4600.3 or this directive.

1. Advantages. Some of the advantages of amphibious shipping vice air movement are:

- a. Decreased costs.
- b. Unit integrity is more easily maintained.
- c. Shipping allows for combat loading and the movement of total units into an area of operations.
- d. Cargo that is too large to be moved by air can be moved by shipping.

2. Disadvantages. The main disadvantage to surface movement is the time factor. It requires more time to respond to an assigned mission than by air movement.

#### 6001. EMBARKATION PLANNING

1. Preembarkation conferences and liaison with Navy counterparts are not always possible in WestPac due to operational commitments and availability of travel funds. In lieu of preembarkation conferences and liaison, embarkation responsibilities and milestone dates must be prescribed for the exchange of information.

2. All deployments will be preceded by planning conferences which will be arranged by the command of the embarked unit. Preembarkation and presailing conferences will be attended by representatives from all deploying and supporting units, as well as Navy commands when feasible.

#### 6002. PORT INFORMATION

1. MCAS Iwakuni has the capability to handle a limited number of ships. The facilities are located on the east side of MCAS Iwakuni at the slipway. Port support at MCAS Iwakuni includes:

## SOP FOR EMBARKATION

- a. A small detachment from the U. S. Navy surface division.
  - b. Two (2) LST ramps.
  - c. A limited number of small landing craft.
  - d. One (1) large surface crane at the pier.
2. NAF\_ATSUGI. MAG-12 units located at NAF Atsugi will utilize either USNB Yokohama or USNB Yokosuka for amphibious movement. Both of these ports contain a large scale Naval Operating Base.
3. OKINAWA. MAG-12 units located in Okinawa will utilize those ports as directed by the Embarkation Officer, First Marine Aircraft Wing.
4. REPUBLIC\_OF\_PHILIPPINES. MAG-12 units deployed to the Republic of the Philippines will utilize ports of embarkation as directed by higher headquarters.
5. ADDITIONAL\_PORTS. Any ports for embarkation or debarkation not addressed in this Order will have information furnished at the time of assignment.

6003. EMBARKATION\_CONTROL

1. Should amphibious shipping be assigned for movement, the MAG-12 Embarkation Officer (or an officer who has attended a formal embarkation course) shall be assigned as the team/element embarkation officer.
2. The team/element embarkation officer will establish liaison with the Wing Embarkation Control Officer at the assigned POE.

6004. WORKING\_PARTIES. Unit commanders will be required to provide working parties as requested by the embarkation officer. The working parties will augment existing civilian stevedores and cargo handling personnel.

6005. SHIP\_LOADING\_AT\_MCAS\_IWAKUNI

1. LST's will moor at the LST Ramps for direct shore to ship/ship to shore loading/unloading.
2. Any ship which is larger than an LST will anchor and be loaded by small craft.
3. All staging areas will be in close proximity to the loading area.

# SOP FOR EMBARKATION

## CHAPTER 7

### UNIT DEPLOYMENT PROGRAM

	PARAGRAPH	PAGE
GENERAL.....	7000	7-3
DEPLOYMENT/REDEPLOYMENT SUPPORT.....	7001	7-3
BAGGAGE WEIGHT ALLOWANCE.....	7002	7-3
MISCELLANEOUS INFORMATION.....	7003	7-4

# SOP FOR EMBARKATION

## CHAPTER 7

### UNIT DEPLOYMENT PROGRAM

7000. GENERAL. This section provides guidance and procedures to be utilized for the air movement of squadrons participating in the unit deployment program.

7001. DEPLOYMENT/REDEPLOYMENT SUPPORT. Procedures set forth in FMFM 4-6 and those found in Letters of Instruction (LOI's) will apply.

1. Upon confirmation of assigned deployment/redeployment dates by LOI's published by CG FMFPAC or CG FMFLANT, the Group Embarkation Officer will ensure the following actions are taken:

a. Submit a MAC CHANNEL request for the advance party (not to exceed 30 persons) at least ~~120~~<sup>120</sup> days prior to the desired movement date. Personal baggage weight will be limited 100 pounds per man. Equipment/cargo weight will not exceed a total of 300 pounds. 55 pounds of extra baggage is allowed for air crew members.

b. Submit a SAAM request for the main body movement at least ~~120~~<sup>110</sup> days prior to the desired movement date.

2. Upon completion of advanced party movement by a MAC Channel Flight, the Group will submit a MAC Channel Cost Report to the CG, 1st MAW (G-4). The report will be in the format contained in Appendix B.

7002. BAGGAGE WEIGHT ALLOWANCE

1. CMC has established an individual baggage weight of 100 pounds for personnel participating in the unit deployment program. Air crew are authorized additional 55 pounds is authorized for flight equipment.

2. Units that reported to FIRST MAW from CONUS/Hawaii based commands that have a specified weight allowance are not authorized to exceed the weight ceiling imposed by their parent command.

3. No household goods/personal property shall be moved by the UDP squadron. Household goods/personal property is classified as stereo's, TV's, bicycles, golf clubs, furniture, etc. Under no circumstances will any household goods/personal property be packed in squadron embark boxes, vans, etc.

7003

SOP FOR EMBARKATION

7003. MISCELLANEOUS INFORMATION

1. Within a week after arrival in WestPAC, the squadron will update the SEMS data base with the Group Embarkation Section.
2. The Group Embarkation Section will conduct an initial embarkation staff visit for the new squadron.
3. If there are available quotas for the various embarkation schools, they will be assigned to the unit to increase the level of embarkation readiness.

# SOP FOR EMBARKATION

## CHAPTER 8

### OPPORTUNE SHIPPING/NONTACTICAL EMBARKATION

	PARAGRAPH	PAGE
GENERAL.....	8000	8-3
REQUEST FOR MOVEMENTS.....	8001	8-3
OPPORTUNE AIRLIFT PROCEDURES.....	8002	8-3





## SOP FOR EMBARKATION

### CHAPTER 8

#### OPPORTUNE SHIPPING/NONTACTICAL EMBARKATION

8000. GENERAL. Opportune/non-tactical movement of personnel, supplies, and equipment will utilize one of the below methods.

1. Marine Logistics Support Flight (MARLOG). A MARLOG can be requested to support operations if required for completion of an assigned mission. MARLOG's will operate as established by higher headquarters.
2. Flights in Support of Deployed Units (FISDU). FISDU's are requested to support deployed units. These flights will be for the movement of individuals and supplies essential for continuing or completing the mission.
3. Opportune Surface Shipping. Opportune shipping may be used to ship supplies and equipment by naval vessel. Opportune shipping is available only when ships are ordered to MCAS Iwakuni and space is available on the ship.
4. MAC Flights. MAC flights are scheduled to most bases that MAG-12 deploys to and will be the primary mode for parts/supply runs. FISDU/MARLOG are a rarity in WestPac, because of the daily MAC FEIT (Far East Inter Theater) mission.

8001. REQUEST FOR MOVEMENTS. All requests for opportune shipping, MARLOG and FISDU support will be submitted to the MAG-12 (S-4). This section will forward the request to higher headquarters.

8002. OPPORTUNE AIRLIFT PROCEDURES. The following procedures are normally utilized:

1. Personnel possessing individual TAD orders for schools or conferences will normally utilize MAC flights. Personnel traveling to and from deployed sites will normally use MARLOG/FISDU flights. The passenger terminal, MCAS Iwakuni, is the processing authority and will process individuals for movement. The unit S-4 officer of a deploying unit is the processing authority for those personnel attached for deployment and will manifest all personnel. He will coordinate with the passenger terminal.
2. In some cases when FISDU and MARLOG flights are not available, airlift can be requested. Requests will be submitted to the Group S-4 in accordance with WgO P4600.3.

# SOP FOR EMBARKATION

## CHAPTER 9

### INSPECTIONS

	PARAGRAPH	PAGE
GENERAL.....	9000	9-3
PROCEDURE.....	9001	9-3
GROUP/UNIT INSPECTIONS.....	9002	9-3

# SOP FOR EMBARKATION

## CHAPTER 9

### INSPECTIONS

9000. GENERAL. Embarkation inspections will be conducted in accordance with WgO P4600.3 (Embarkation SOP), WgO P5041.1 (SOP for Inspections) and this Order.

9001. PROCEDURE. Embarkation inspections will be based on the instructions contained in this Order. Appendix D contains the MAG-12 Embarkation Inspection Checklist.

9002. GROUP/UNIT INSPECTIONS. The Group Embarkation Officer will conduct quarterly inspections. The squadron/detachment embarkation officer will conduct monthly inspections of his/her unit. Copies of the two most recent inspection results will be maintained in the group/squadron embarkation files.

# SOP FOR EMBARKATION

## CHAPTER 10

### TRANSPORTATION AND STOWAGE OF HAZARDOUS MATERIAL

	PARAGRAPH	PAGE
GENERAL.....	10000	10-3
DEFINITION.....	10001	10-3
RESPONSIBILITIES.....	10002	10-3
REFERENCES.....	10003	10-3
LABELING AND PLACARDING.....	10004	10-4

#### FIGURE

10-1 HAZARDOUS CARGO LABELS AND PLACARDS.....	10-5
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## SOP FOR EMBARKATION

### CHAPTER 10

#### TRANSPORTATION AND STOWAGE OF HAZARDOUS MATERIAL

10000. GENERAL. This chapter is to be utilized as a guide to identify the appropriate reference material for any mode of transportation. In no way does this section provide or identify material. Identification, certification, packaging, and labeling may vary with each mode of transportation. Therefore, the appropriate publication should be reviewed to ensure all requirements are met.

10001. DEFINITION. Hazardous materials are defined as those materials that are explosive, flammable liquids or solids, oxidizers, corrosive materials, compressed gases, poisons, irritating materials, etiologic agents, radioactive materials, and any other regulated materials.

10002. RESPONSIBILITIES. It is the unit commander's responsibility to ensure that the units have trained and qualified personnel to pack, mark, label, prepare and certify hazardous material for shipment. MCO P4030.19 identifies various courses that qualify personnel to accomplish this requirement.

10003. REFERENCES. This paragraph identifies specific references pertaining to each mode of transportation, i.e., military aircraft (MCO P4030.19), military/commercial aircraft (49CFR).

1. MCO P4030.19. This regulation provides instructions for preparing hazardous material for shipment by military aircraft. It also includes labeling requirements (Figure 10-1) and instructions for notifying the Aircraft Commander of any hazardous materials on board the aircraft. This publication provides a compatibility chart for transporting hazardous material.

2. CG-108. The rules and regulations in this pamphlet are special requirements governing the transportation of explosives and hazardous materials as cargo on board vessels (military or commercial). This pamphlet also contains an alphabetized listing of the items listed with the Coast Guard class, Department of Transportation (DOT) class, DOT markings and diagrams indicating the requirements for the construction of magazine stowage, temporary bulkheads, partitions, etc. Additionally, the pamphlet provides a compatibility chart for stowage of explosives and hazardous materials.

3. 49 CFR. 49 Code of Federal Regulations, Sections 100 to 177 deals with all modes of transportation except for military air. 49 CFR also concerns transportation of hazardous material.

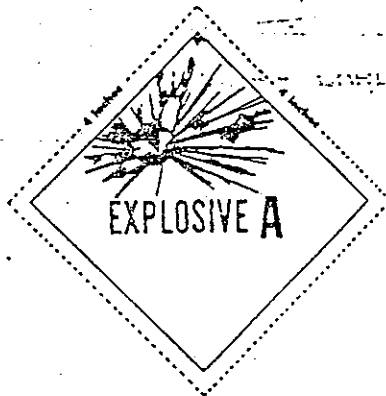
NOTE: Each publication, in addition to any other pertinent directives, may have specific requirements that must be met before any hazardous material may be transported. For example, transportation of explosives by truck requires the driver to have a current physical card, be explosive qualified, be at least 21 years of age in order to operate vehicle on the state highways, and have the vehicle placarded with an appropriate explosives sign. Prudent examination of the appropriate directive cannot be overemphasized to ensure all requirements are met.

10004. LABELING AND PLACARDING. Labeling and/or placarding is required on most containers that contain hazardous material. The regulations concerning the transportation mode should be reviewed for any special requirements (i.e., size, color, and location).

## SOP FOR EMBARKATION

1. **Explosive Labels.** SF 400, Explosive A; SF 401, Explosive B; and SF 402, Explosive C, must be orange, with the inscription, border, and black symbol. Blasting agents, SF 423, must be orange with the black inscription.

NSN 7540-00-118-0032



Standard Form 400

NSN 7540-00-118-0083



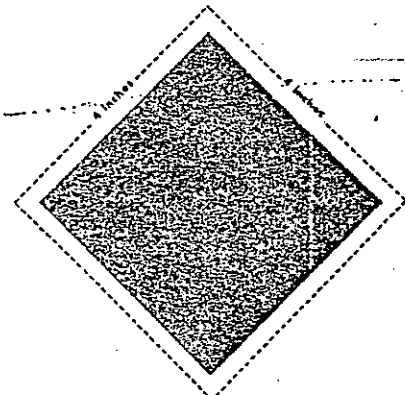
Standard Form 401

NSN 7540-00-118-0113



Standard Form 402

NSN 7540-01-074-7028



Standard Form 423

FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

2. **Nonflammable Gas Label.** SF 403, Nonflammable gas, must be green, with the inscription, border, and symbol black.

NSN 74 NSN 7540-00-118-0156



Standard Form 403

3. **Flammable Gas Label.** SF 404, Flammable Gas, must be red, with the inscription, border, and symbol black.

NSN 7540-00-118-0231



Standard Form 404

FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.



## SOP FOR EMBARKATION

4. Flammable Liquid Label. SF 405, Flammable Liquid, must be red, with inscription, border, and black symbol.

NSN 7540-00-118-0237



Standard Form 405

5. Flammable Solid Label. SF 406, Flammable Solid, must be white with vertical red stripes as depicted by the shaded area, with the inscription border, and black symbol. The words "FLAMMABLE SOLID" must not contact any red strip.

NSN 7540-00-118-0872

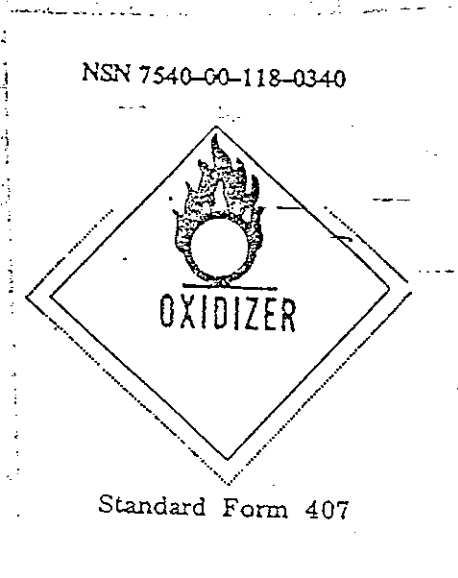


Standard Form 406

FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

6. Oxidizing Material Label. SF 407, Oxidizer, must be yellow with the inscription, border, and black symbol.



7. Organic Peroxide. SF 408, Organic Peroxide, must be yellow, with inscription, border, and black symbol. This label will be shown for an organic peroxide classed as an oxidizing material.

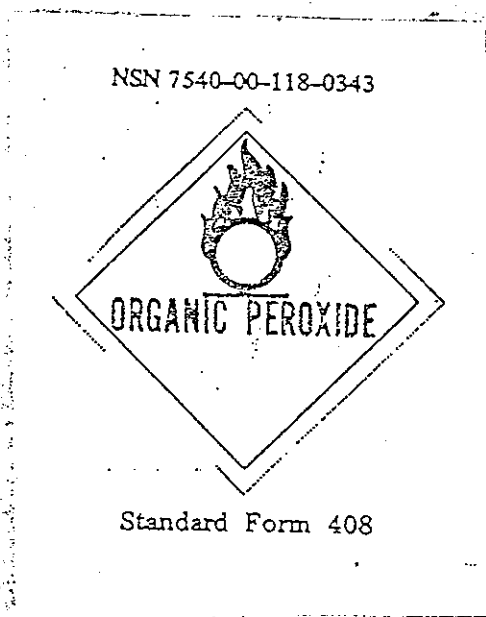
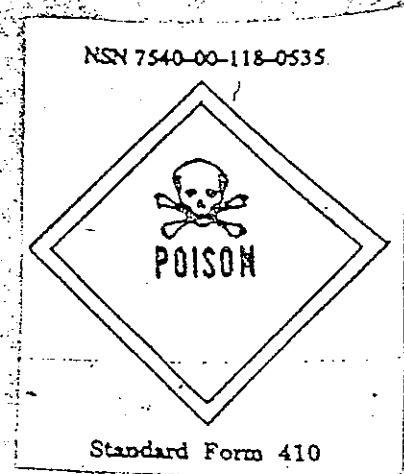
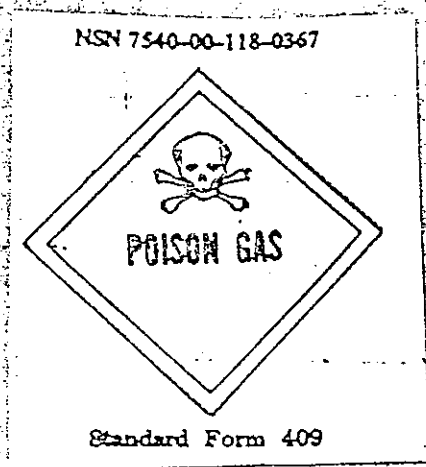


FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

8. **Poisonous Material Labels.** SF 409, poison gas, must be as shown here on the left. SF 409 must be applied to all outside packages containing class A poison. SF 410, must be as shown here on the right. The SF 410 must be applied to all outside packages containing class B poison. This label may also be used for etiologic agents.



9. **Irritating Material Labels.** Two "Irritant" labels are authorized for the shipment of irritating material. SF 411, Irritant, must be used for domestic shipments. SF 412, Irritant, with the skull and crossbones symbol, must be used for overseas shipment of irritation material. When SF 412 is applied to containers of imported irritant material, it will not be changed to SF 411 merely to satisfy domestic shipment requirements.

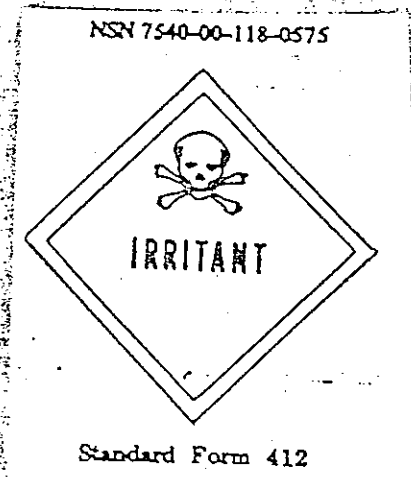
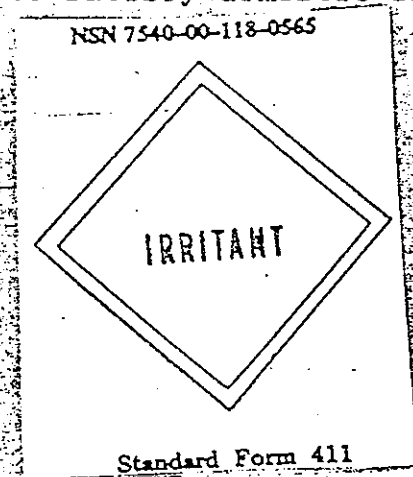


FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

10. AF Form 1639, Radioactive (White)-I Label. The AF Form 1639, must be white. The printing and symbol must be black except for the 'I' which must be red.

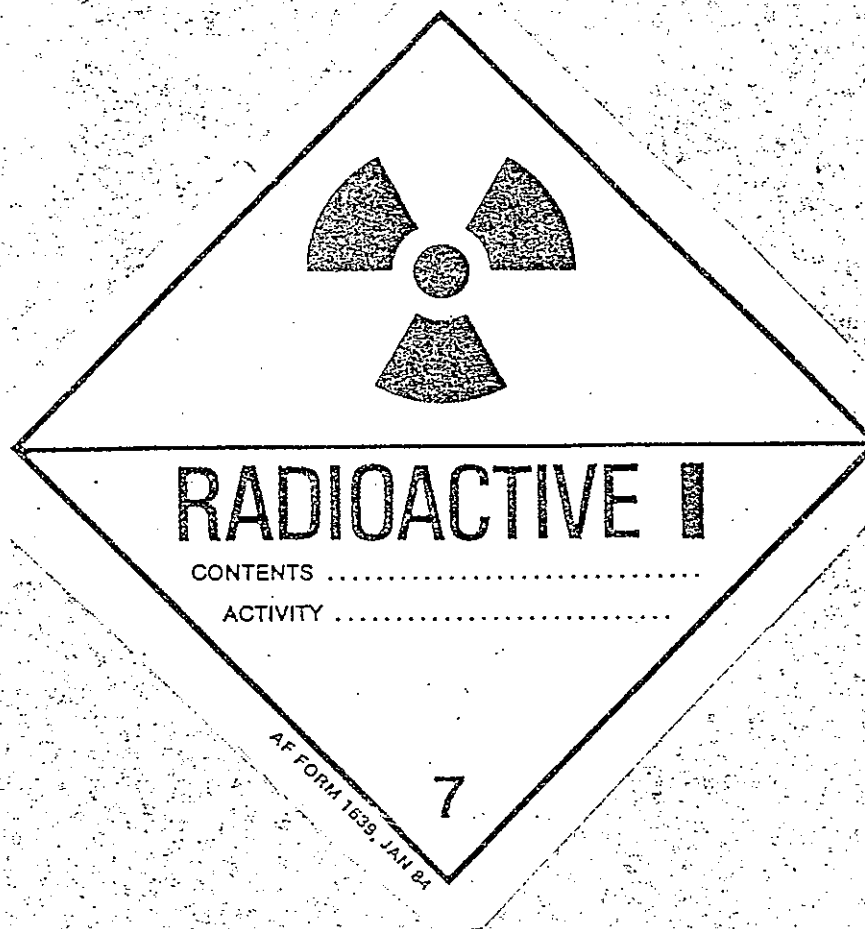


FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

SOP FOR EMBARKATION

11. AF Form 1640, Radioactive (Yellow)-II Label. The AF Form 1640 must be yellow in the top half and white in the lower half. The printing and symbol must be black, except for the "II" which must be red.

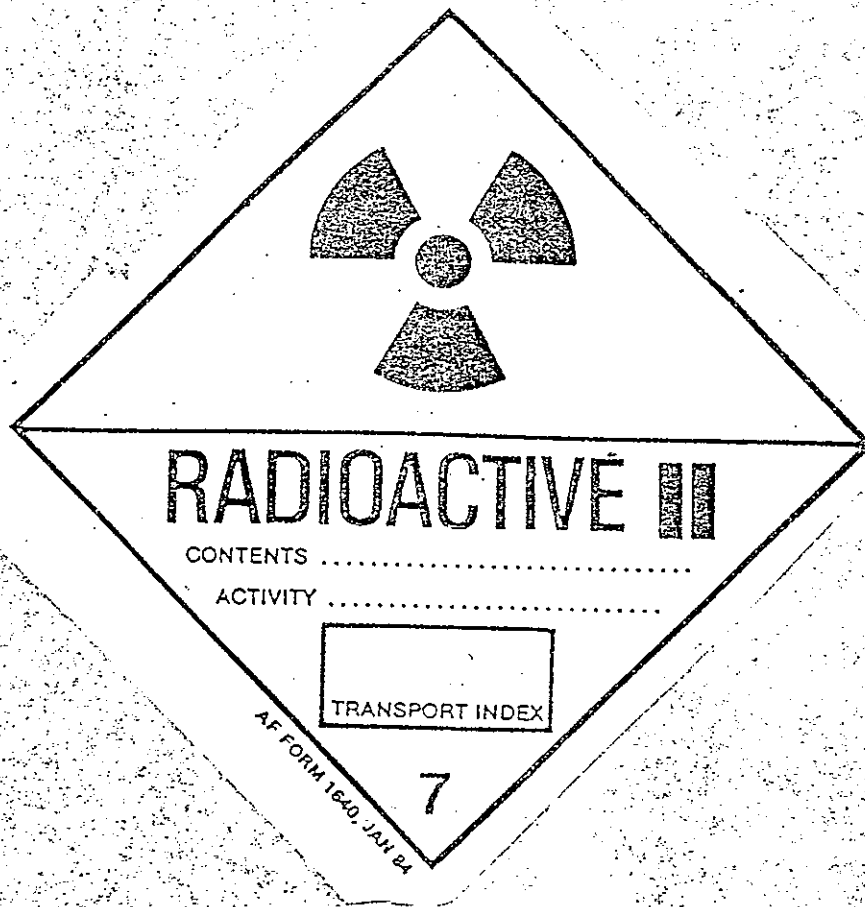


FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

12. AF Form 1641, Radioactive (Yellow)-III Label. The AF Form 1641 must be yellow in the top half and white in the lower half. The printing and symbol must be black, except for the 'III' which must be red.

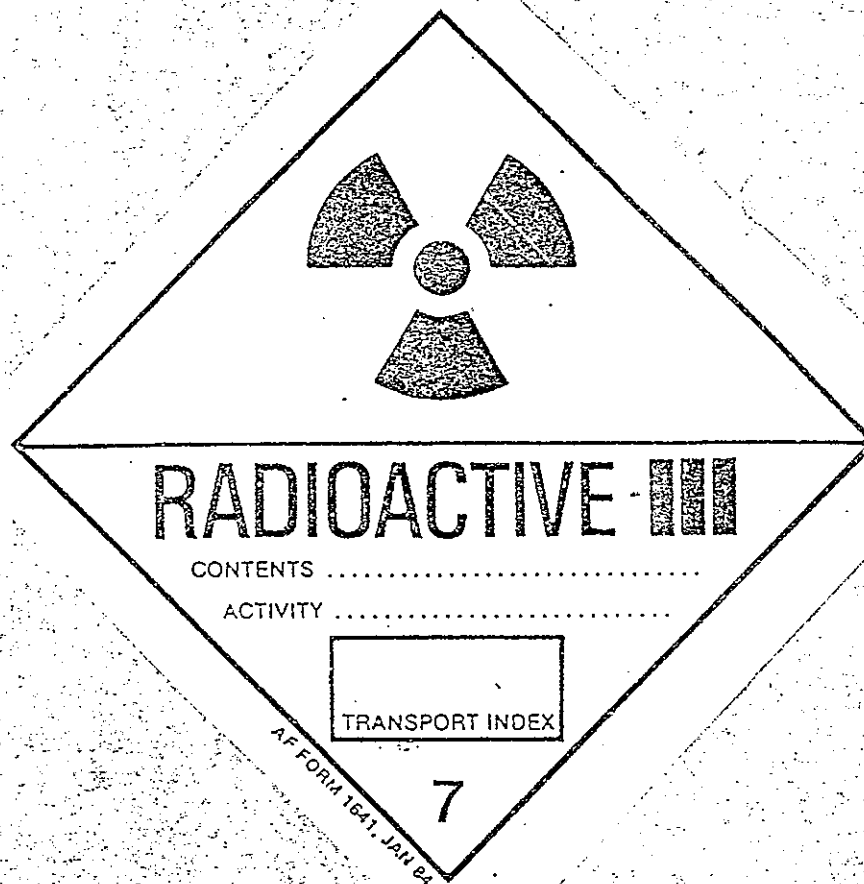
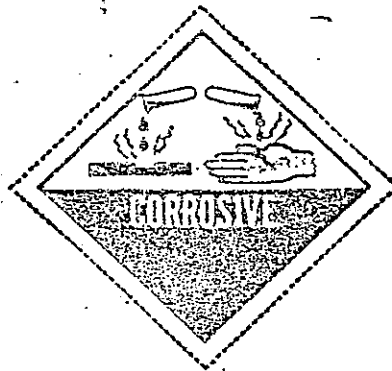


FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

13. Corrosive Material Label. SF 416, Corrosive label must be white on the top half and black on the bottom half. Printing of the symbol on the top half must be in black inside of a black line border. Printing on the bottom half must be in white.

NSN 7540-00-118-0611



Standard Form 416

14. Empty Container Label. This must be at least 6 inches on each side; it is a white square, printed in black letters at least 1 inch high.

NSN 7540-00-118-0613

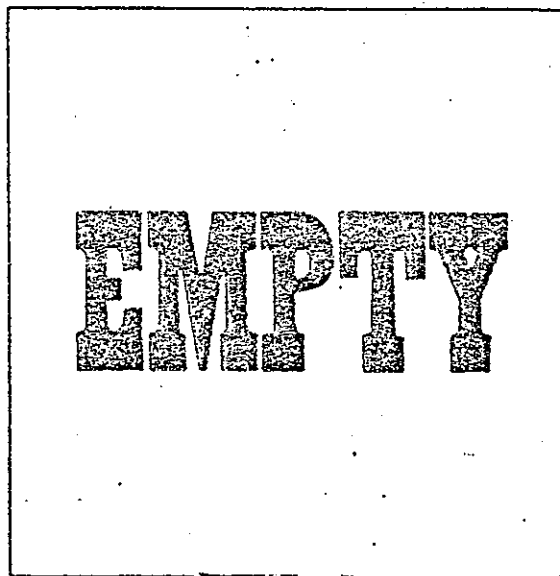
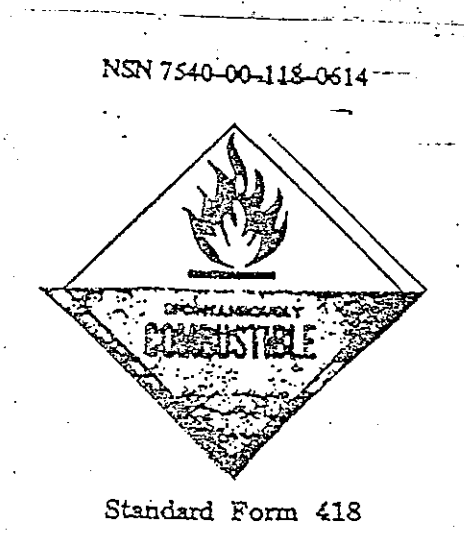


FIGURE 10-1. HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

15. Spontaneously Combustible Material Label. SF 418, Spontaneous Combustible, must be white in the upper half and red in the lower half. The inscription, border, and symbol must be black. The label must be applied to packages containing spontaneously combustible material transported outside the United States boundaries.



16. Water-Reactive Material Label. SF 419, "DANGEROUS WHEN WET", must be blue. The inscription, border, and symbol must be black. This label must be applied to packages containing water reactive materials transported outside United States boundaries.

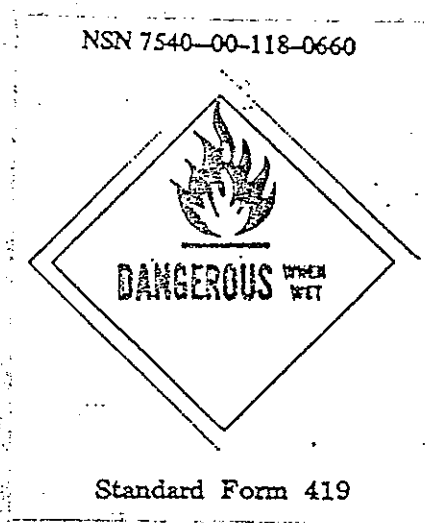
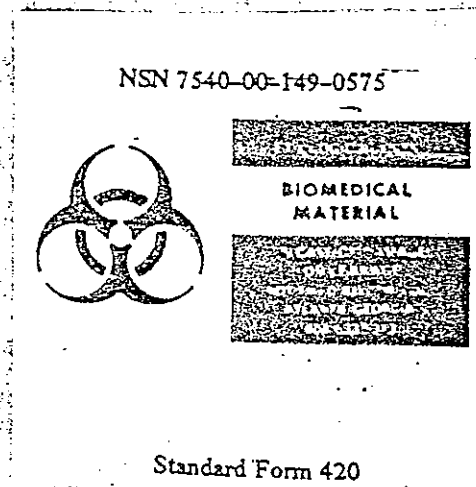


FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.



## SOP FOR EMBARKATION

17. **Etiologic Agency Label.** SF 420, Biomedical Material, measuring 51 millimeters (2 inches) high and 102.5 millimeters (4 inches) long, predominantly red printing on a white background and appears as follows:



18. **Bung Label.** This label is rectangular in shape, measuring 5 x 3 inches; it is printed with black letters on a white background.

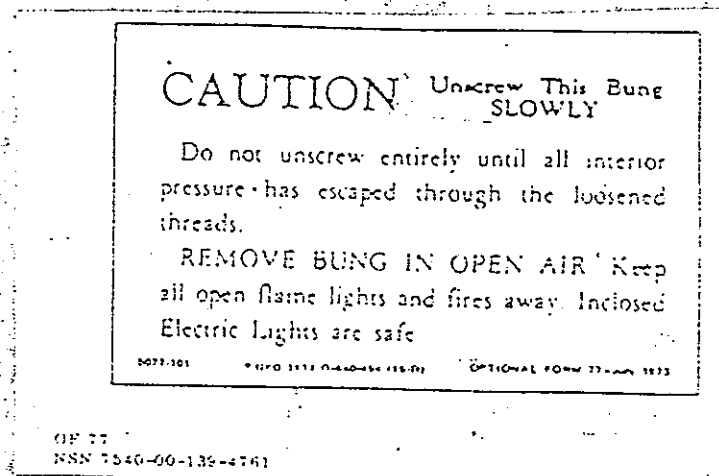


FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

19. **Magnetized Material.** This is a blue label rectangular in shape, which measures 3 9/16 X 4 5/16 inches. It is printed in blue and the symbol is white.



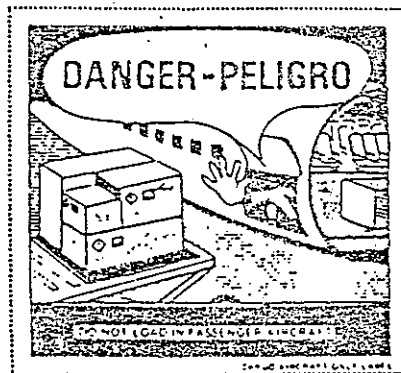
Available in 5 x 4 inches as:  
OF 78  
NSN 7540-00-139-4777  
Also available in 10 x 8 inches as:  
OF 79  
NSN 7540-00-139-4784

FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.

## SOP FOR EMBARKATION

20. **Cargo Aircraft Only Label.** SF 421, Cargo Aircraft Only, must be printed in black and the symbol must be black and orange.

NSN 7540-01-053-8869 (Adhesive)  
NSN 7540-01-021-7399 (Nonadhesive)



Standard Form 421

FIGURE 10-1.--HAZARDOUS CARGO LABELS AND PLACARDS.



# SOP FOR EMBARKATION

## APPENDIX A

### LIST OF REFERENCES

#### A. LANDING\_FORCE\_MANUALS

LFM-01 Doctrine for Amphibious Operations

#### B. FLEET\_MARINE\_FORCE\_MANUALS

FMFM 3-1 Command and Staff Action  
FMFM 3-2 Amphibious Training  
FMFM 3-3 Helicopterborne Operations  
FMFM 4-2 Amphibious Embarkation  
FMFM 4-6 Movement of Units in Air Force Aircraft  
FMFM 9-2 Amphibious Vehicles

#### C. MARINE\_CORPS\_ORDERS (Current Editions)

MCO P4030.19 Packaging and Material Handling, Preparation  
of Hazardous Material for Military Air  
Shipment  
MCO P4450.7 Marine Corps Warehousing Manual  
MCO P4600.14 Military Traffic Management Regulation  
MCO P4750.3 Marine Corps Transportation Manual  
MCO 8010.1 Class V Logistical Procedures

#### D. FLEET\_MARINE\_FORCE\_PACIFIC\_ORDERS (Current Editions)

FMFPacO P3120.10 SOP for UDP  
FMFPacO P3000.8 Planning Guide SOP  
FMFPacO P4600.1 SOP for Embarkation  
FMFPacO P4600.3 Propositioning Landing Force Operational  
Reserve Material (FORM) Aboard Amphibious  
Warfare Ships of the Pacific Fleet  
FMFPacO 4630.3 Embarkation PER/Material Reports  
FMFPacO 4630.6 Procedures for Requesting Military  
Airlift Command (MAC) or Navy/Marine  
Corps Organic Special Airlift Support  
FMFPacO 4750.1 Tactical and Embarkation Associated  
Container Marking Procedures for Fleet  
Marine Force, Pac

## SOP FOR EMBARKATION

### E. III\_MARINE\_AMPHIBIOUS\_FORCE (CURRENT EDITION)

ForO 4600.3 Use of Opportune Space Aboard U.S. Navy Ships  
for Transportation of Marine Corps Material  
ForO P4600.4 SOP for Embarkation  
ForO 4630.5 Airlift Request Procedures

### F. 1ST\_MARINE\_AIRCRAFT\_WING\_ORDERS (Current Editions)

WgO 3000.6 WestPac Unit Deployment Program  
WgO 5041.1 Wing Command Inspection Program  
WgO 4600.1 SOP for Embarkation

### G. MARINE\_AIRCRAFT\_GROUP\_TWELVE\_ORDERS (CURRENT EDITIONS)

GruO 4600.1 SOP FOR EMBARKATION

### H. OTHER\_REFERENCES

NAVMC 1017	Table of Authorized Material
CG 108	Rules and Regulations for Military Explosives and Hazardous Munitions
T/O	Applicable Unit Table of Organization
T/E	Applicable Unit Table of Equipment
T/E	1st FSSG ISMO Table of Equipment
Document Number	Standard Embarkation Management System Users Manual Document Number U45001UM

# SOP FOR EMBARKATION

## APPENDIX B

### REQUIRED EMBARKATION REPORTS AND FORMATS

1. Examples of the following required embarkation reports are found in this Appendix:

<u>Group Reports</u>	PAGE
Group Quarterly Report of Embarkation Personnel.....	B-2
SAAM Short Range Forecast.....	B-3
MAC Channel Cost Report.....	B-4
Unit Airlift Report.....	B-5
<u>Squadron Reports</u>	
Squadron Quarterly Report of Embarkation Personnel....	B-6

# SOP FOR EMBARKATION

## GROUP QUARTERLY REPORT OF EMBARKATION PERSONNEL

MAG TWELVE//S-4//

CG FIRST MAW//G-4//

UNCLAS //N04630//

SUBJ: EMBARKATION PERSONNEL REPORT

A. WGO P4600.1

1. IAW REF A, THE FOLLOWING IS SUBMITTED:

A. PERSONNEL ASSIGNED EMBARKATION BILLET PRIMARY OR ADDITIONAL:

UNIT	RANK	NAME	MOS	BILLET	SCHOOL ATTD	RTD
MAG-12	1STLT	WALSH	0430	EMB OFF	1,3,4,6	SEP 90
MAG-12	SGT	MURRAY	0431	EMB CHF	1,4,5	APR 91
MAG-12	CPL	FAIRCLOTH	0431	EMB ASST	2,4,5	MAY 89
MAG-12	CPL	WATERS	0431	EMB ASST	2,5	MAY 89
MALS-12	CAPT	DANKO	0402	EMB OFF	1,4	JAN 90
MALS-12	SSGT	MORENO	0431	EMB CHF	1,4,5	JAN 92
MALS-12	CPL	RODRIGUEZ	0431	EMB ASST	1,4	MAR 89
VMFA	CAPT	MARINE	7503	EMB OFF	NONE	MAR 89
VMFA	CPL	ONEFOURONE	0431	EMB CHF	1	FEB 89
VMA	1STLT	EMBARK	7511	EMB OFF	NONE	APR 89
VMA	LCPL	ONETHIRTY	0431	EMB CHF	1,3	APR 89

B. EMBARKATION TRAINED NOT FILLING EMBARKATION BILLETS.

MAG-12	MAJ	NUZUM	0402	S-4A	1,4	JUN 89
MAG-12	MSGT	BECKNER	0491	LOG CHF	1,4	JUN 90
MAG-12	SSGT	GILLISPIE	0431	LOG CLRK	2,4,5	MAY 89
MAG-12	PVT	BYRD	0431	LOG CLRK	2	APR 89

2. FOR THE "SCHOOLS ATTENDED" COLUMN IN PARA A, THE NUMBERS CORRESPOND TO THE SCHOOLS LISTED BELOW:

1. LFTCPAC
2. LFTCLANT
3. STRATEGIC MOBILITY
4. MAC AFFILIATION (LOAD PLANNERS)
5. HAZARDOUS MATERIAL
6. AIRLIFT OPERATIONS

3. MAG-12 POC: 1STLT WALSH, (AV) 236-3976.



# SOP FOR EMBARKATION

## SAAM SHORT RANGE FORECAST

MAG TWELVE//S-4//

CG FIRST MAW//G-4/EMB//

INFO ZEN MALS TWELVE//S-4//

UNCLAS //NO4630//

SUBJ: SAAM SHORT RANGE FORECAST (MAY 89 - AUG 89)

A. MAG TWELVE 040316Z APR 89

1. REF A WAS ORIGINAL SHORT RANGE SAAM FORECAST WHICH CONTAINED ERRORS. REQ DISREGARD REF A.

2. THE FOL REPORT IS SUBMITTED (READ IN EIGHT COLUMNS)

NO	DATE	UNIT	POE	POD	PAX	S/T	REMARKS
MAY							
1.	05/13	VMFP-3/VMA-211	IWA	NZJ	115	33	UDP REDEPLOY
		UDP ADV PTY					
2.	05/13	VMAQ-2	IWA	NKT	138	43.5	UDP REDEPLOY
3.	05/22	VMA-211	CUA	IWA	173	27.3	CT 89-6 REDEPLOY
		MALS-12 DET					
JUN							
1.	06/08	VMA-211	IWA	YUM	119	24	UDP REDEPLOY
2.	06/10	VMFA-333	IWA	BEA	30	0	UDP ADV PTY
3.	06/18	VMFA-314	CUA	IWA	180	48	CT 89-6 REDEPLOY
		MALS-12	CUA	IWA			
JUL							
1.	07/10	VMFA-333	IWA	BEA	151	30	UDP REDEPLOY
3. THE FOL ARE JCS FUNDED:							
1.	05/28	VMFA-333	IWA	KOM	170	60	CN 89-3 DEPLOY
2.	06/08	VMFA-333	KOM	IWA	170	60	CN 89-3 REDEPLOY
3.	08/02	VMA AW-224	IWA	AUS	150	71.1	KANGAROO DEPLOY
		VMAQ-2					
4.	08/23	VMA AW-224	IWA	AUS	150	71.1	KANGAROO DEPLOY
		VMAQ-2					
4. FOC: 1STLT WALSH, EMB OFF (AV) 236-3976.							

SOP FOR EMBARKATION

MAC CHANNEL COST REPORT

MAG TWELVE//S-4//  
CG FIRST MAW//G-4//  
INFO CG FMFPAC//G-4//  
CG III MEF//G-4//  
CG THIRD MAW//G-4//  
MAG ELEVEN//S-4//  
ZEN VMAQ TWO//S4//  
UNCLAS //NO4630//

SUBJ: CHANNEL MOVEMENT REPORT

A. FMFPACO 4630.6D

1. IAW THE REF, THE FOLLOWING INFORMATION IS SUBM:

A. UNIT: VMAQ-2

B. NR OF PAX MOVED: 24

NAME	RANK	SSN
TIMMS, L.W.	GYSGT	461-84-9973

C. MTA NUMBERS ISSUED: G397735, \$422.00 PER PERSON

D. JNTR NUMBERS ISSUED: 021812-E, \$106.15 PER PERSON

E. DEPARTED: 18 APR 89

F. APOE: MCAS IWAKUNI JA APOD: LOS ANGELES CA

2. MAG-12 POC: 1STLT WALSH, EMB OFF (AV) 236-3976.

## SOP FOR EMBARKATION

### SQUADRON QUARTERLY REPORT OF EMBARKATION PERSONNEL

#### HEADING

From: Commanding Officer, Squadron/OIC of Detachment  
To: Commanding Officer, Marine Aircraft Group 12 (S-4)  
Subj: QUARTERLY EMBARKATION PERSONNEL REPORT  
Ref: (a) WgO 4600.1A

1. In accordance with the reference, the following report is submitted:

<u>NAME</u>	<u>RANK</u>	<u>MOS</u>	<u>SCHOOLS ATTENDED</u>
MARINE, U.S.	1STLT	0402	1,3,5
EMBARK, B.X.	SGT	0431	2,4,5

2. For the 'Schools Attended' column in paragraph 1, the numbers correspond to the schools listed below:

1. LFTCPAC
2. LFTCLANT
3. STRATEGIC MOBILITY
4. MAC AFFILIATION (LOAD PLANNERS)
5. HAZARDOUS MATERIAL

SIGNATURE

SOP FOR EMBARKATION

APPENDIX C

SAMPLE LETTER EMBARKATION SCHOOL REQUEST

From: Commanding Officer  
To: Commanding Officer, Marine Aircraft Group 12 (EmbarkO)  
Subj: REQUEST FOR EMBARKATION SCHOOL  
Ref: (a) GruO P4600.1

1. In accordance with the reference, it is requested that this unit be provided with embarkation school training for the below listed personnel:

NAME-----SSN-----RANK-----BILLET-----ETD

2. The personnel listed above meet the requirements of the (reference) for embarkation school attendance.

Signature

SOP FOR EMBARKATION

APPENDIX D

EMBARKATION INSPECTION CHECKLIST

ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

TYPE EVALUATION \_\_\_\_\_

RATING \_\_\_\_\_

1. PERSONNEL YES\_\_NO\_\_N/A

a. Is there a designated embarkation officer assigned by written order? \_\_\_\_\_

b. Does the embarkation officer possess a MOS of 0430? \_\_\_\_\_

c. Has the embarkation officer attended an air movement course? \_\_\_\_\_

d. Has the embarkation officer attended embarkation school? \_\_\_\_\_

e. Does the T/O provide for enlisted embarkation billets? \_\_\_\_\_

f. Are authorized billet(s) filled with personnel who possess a MOS of 0430/0431? \_\_\_\_\_

g. Is the embarkation assistant(s) assigned by written order? \_\_\_\_\_

h. Has the embarkation assistant(s) attended an embarkation school? \_\_\_\_\_

i. Has the embarkation assistant(s) attended an air movement school? \_\_\_\_\_

j. Does the embarkation assistant(s) have access to classified material? \_\_\_\_\_

k. What are the primary and secondary duties of the embarkation officer and enlisted assistant(s)?

Officer:

Enlisted:

# SOP FOR EMBARKATION

YES NO N/A

1. Are there any personnel with MOS 0430 or 0431 who are misassigned? \_\_\_\_\_

T/O M/L ASSIGNED

(1) 0430 Billet Assignments \_\_\_\_\_

(2) 0431 Billet Assignments \_\_\_\_\_

## 2. TRAINING

a. Have quotas for embark school/air movement school been requested for non-school trained embarkation personnel? \_\_\_\_\_

b. Have those personnel assigned to embarkation billets who are not school trained, either completed or enrolled in MCI Courses 04.7, Intro to Amphibious Embarkation and 04.11, Fixed Wing Embarkation? \_\_\_\_\_

c. Is training which covers embarkation and debarkation procedures for movement by aircraft and ship being conducted? \_\_\_\_\_

d. Are training records maintained? \_\_\_\_\_

## 3. REFERENCE MATERIAL

a. Does the Embarkation Officer/Assistant have access to:

(1) Unit's T/O \_\_\_\_\_

(2) Unit's T/E \_\_\_\_\_

(3) Table of Authorized Material (TAM) \_\_\_\_\_

(4) FMFM 3-1 (Command and Staff Action) \_\_\_\_\_

(5) FMFM 3-3 (Helicopter Operations) \_\_\_\_\_

(6) FMFM 4-2 (Embarkation) \_\_\_\_\_

(7) FMFM 4-6 (Air Mvmt in AF Ac't) \_\_\_\_\_

(8) A4200C (SEMS User Manual) \_\_\_\_\_

# SOP FOR EMBARKATION

YES NO N/A

- (9) Current edition of MCO P4030.19 \_\_\_\_
- (10) FMFPacO P4600.1 (SOP for Embarkation) \_\_\_\_
- (11) FMFPacO P4630.6 (Requesting MAC Supt) \_\_\_\_
- (12) Current edition of FMFPacO 4750.1 (Tactical/Embarkation marking) \_\_\_\_
- (13) Higher Hq SOP for Embarkation \_\_\_\_
- (14) Embark SOP of Subordinate Units \_\_\_\_
- (\*) (15) MCO 4610.35 (Dimension and WT data) \_\_\_\_
- b. Has a SOP for Embarkation been published? \_\_\_\_
- c. Does SOP conform to higher Hq requirements? \_\_\_\_
- d. Are turnover files maintained by the Embarkation Officer and Assistant(s)? \_\_\_\_
- e. Are turnover files up to date and complete? \_\_\_\_
- f. Does the turnover file contain, as a minimum, the following:
  - (1) A list of pertinent orders and reference material? \_\_\_\_
  - (2) Points of contact for embarkation matters (higher and lower echelon)? \_\_\_\_
  - (3) Desk top procedures for embarkation? \_\_\_\_
  - (4) Recall roster of Embarkation Personnel? \_\_\_\_
  - (5) Local admin procedures for SEMS? \_\_\_\_
  - (6) Results of the last two inspections? \_\_\_\_
- g. When was the last inspection/evaluation made by the Embarkation Officer? \_\_\_\_

Enclosure (1)  
Ch 1

# SOP FOR EMBARKATION

YES \_\_\_ NO \_\_\_ N/A \_\_\_

i. Are inspection results recorded, reported \_\_\_  
to the CO and maintained until discrepancies corrected? \_\_\_

## 4. STANDARD\_EMBARKATION\_MANAGEMENT\_SYSTEM

a. Does the unit embarkation section possess \_\_\_  
a current UAL for the working data base? \_\_\_

b. Is the UAL being maintained? \_\_\_

c. Can the embarkation officer/assistant \_\_\_  
describe how the UAL is used during embark? \_\_\_

d. Has the embarkation officer conducted a \_\_\_  
physical comparison between vehicles/cargo listing \_\_\_  
and the actual item/containers within the last 120 \_\_\_  
days? \_\_\_

e. Can the embarkation officer/assistant(s) \_\_\_  
describe the sequence of arrangement of SEMS \_\_\_  
printouts when they are used in preparing a team \_\_\_  
embarkation loading plan? \_\_\_

In the event of a discrepancy, is the \_\_\_  
CO \_\_\_

### (1) Billet\_files\_record

(a) Have files been prepared for each \_\_\_  
units (s)? \_\_\_

(b) Does the file match the unit(s) \_\_\_  
T/O? \_\_\_

### (2) Cargo\_file\_record

(a) Are supplies that meet the criteria \_\_\_  
for cargo entered? \_\_\_

(b) Have entries been prepared for \_\_\_  
cargo? \_\_\_

(c) Are correct UP&TT line numbers \_\_\_  
assigned? \_\_\_



# SOP FOR EMBARKATION

YES\_\_NO\_\_N/A

(d) Are correct analysis codes assigned? --- --- ---

(e) Are correct weights and cubes assigned? --- --- ---

(f) Are the quantity fields correct? --- --- ---

(g) Are descriptions sufficient for the commander to determine if the box/container is required for an operation? --- --- ---

(h) Does each box/container markings match the UAL? --- --- ---

## (3) Vehicle file records

(a) Are correct UP&TT line numbers assigned? --- --- ---

(b) Are correct TAM POINTER codes assigned? --- --- ---

(c) Are correct major sort keys assigned? --- --- ---

## (4) Pallet record files

(a) Are correct UP&TT line numbers assigned? --- --- ---

(b) Are correct analysis codes entered? --- --- ---

(c) Are correct weight and cubes entered? --- --- ---

(d) Are the correct quantity fields entered? --- --- ---

(e) Are descriptions sufficient for the commander to determine if the box/container is required for an operation? --- --- ---

(f) Do the dimensions on the UAL match the item(s)? --- --- ---

## SOP FOR EMBARKATION

YES\_\_NO\_\_\_N/A

(g) Do the pallet/boards marking match the UAL? \_\_\_

### 5. PREPARATION\_OF\_SUPPLIES/EQUIPMENT\_AND\_VEHICLES

#### a. Supplies/Equipment

(1) Do the marking and contents agree when making a physical comparison between box/container/pallet and data on SEMS UAL? \_\_\_

(2) Is the square feet computation accurate? \_\_\_

(3) Are sound packaging procedures which facilitate staging, embarkation, debarkation and preservation of supplies/equipment being followed? \_\_\_

(4) Are there adequate boxes for all equipment which may require for boxing? (A box is required for all organic supplies/equipment which would require boxing if shipped as bulk cargo, regardless of unit expectation of possible preloading of some items in vehicles.) \_\_\_

(5) Are some containers of items subject to water deterioration caused by the elements, properly waterproofed (it is desired that all containers be indiscriminately waterproofed)? \_\_\_

(6) Are mountout supplies and operating stocks stored to the greatest extent in the boxes in which they will be embarked? \_\_\_

(7) Are standard size boxes being utilized to the maximum extent possible? \_\_\_

(8) Are tent poles boxed, crated or banded to pallets? \_\_\_

(9) Are expeditionary cans banded together in lots? \_\_\_

# SOP FOR EMBARKATION

YES\_\_NO\_\_N/A

(10) Is there a sufficient amount of banding material and pallets on hand for banding mountout boxes used in work spaces and stored loose in warehouses? --- --- ---

(11) Does palletized cargo provide stable platforms for double or triple stacking. --- --- ---

(12) Are pallets banded with 1 1/4 inch banding wire? --- --- ---

(13) Are 48 inch by 40 inch pallets being utilized to the maximum extent possible? --- --- ---

(14) Is banding flush with the bottom of pallets to insure forklift will not snap banding upon lifting? --- --- ---

(15) Are all pallets capable of being lifted by standard cargo slings? --- --- ---

(16) Do pallets have a four way entry? --- --- ---

## b. Vehicle preparation

(1) Are vehicle lifting devices installed or available for installation? --- --- ---

(2) Is serviceable fording equipment on hand or on order for each vehicle requiring same? --- --- ---

(3) Are there templates prepared for each vehicle or item in vehicle record file for both air and surface movement? --- --- ---

(4) Are special vehicle slings available where required? --- --- ---

(5) Is there sufficient lashing material available for cargo carrying vehicles? --- --- ---

(6) Are there sufficient wheel chocks with stringers for use during mountout? --- --- ---

# SOP FOR EMBARKATION

YES NO N/A

(7) Is sufficient dunnage available for air movement of vehicles?

--- --- ---

## 6. TACTICAL/CONTAINER MARKINGS

a. Are boxes marked on the top, one end and one side, where practicable, in accordance with FMFPacO 4750.1A?

--- --- ---

b. Do all expeditionary cans have the unit tactical mark placed on each side in accordance with FMFPacO 4750.1A?

--- --- ---

c. Do all vehicles have the unit tactical mark placed in accordance with FMFPacO 4750.1A?

--- --- ---

d. Are tactical/container markings, letters and numerals, the correct size and location (1 inch for box/containers, 2 inch for vehicles and water/POL expeditionary cans)?

--- --- ---

e. Is there a box number or field warehouse number placed on each box, container or bundle?

--- --- ---

f. Is the stowage designator 3 inch in diameter and painted white or yellow as appropriate?

--- --- ---

g. Is the proper UP&TT line number entered in the stowage designator of each box, container or bundle?

--- --- ---

h. Is the correct weight placed on each box, container or bundle?

--- --- ---

i. Are the correct cubic feet placed on each box, container or bundle?

--- --- ---

j. Do the weight and cubic feet placed on boxes, containers and bundles concur with the UAL data?

--- --- ---

k. Are the box, container or bundle numbers, cubic feet and weight painted to contrast with the background?

--- --- ---

SOP FOR EMBARKATION

YES\_\_NO\_\_N/A

l. Are there marked pallet boards attached  
to expeditionary cans banded in lots of five?

--- --- ---

m. Are there marked pallet boards attached  
to expeditionary cans banded in lots?

--- --- ---

n. Are there sufficient marked pallet boards  
for unbanded equipment and supplies?

--- --- ---

7. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SOP FOR EMBARKATION

### APPENDIX E

#### PREPARATION FOR SHORT TERM DEPLOYMENT

1. GENERAL. Short term deployments are defined as a deployment of more than a week, but less than 3 months. The MAG-12 Embarkation Officer is the overall coordinator for these deployments. He will monitor all requirements for a deployment. He will be in charge of all aircraft loading and staging of equipment. He is the sole point of contact for all embarkation matters and acts as the airlift control element. Listed below are the sequential steps that must be initiated for a smooth embarkation effort.

#### B. CHRONOLOGY

A. Support Request. A support request must be submitted to the Group Headquarters (S-4) 70 days in advance of the deployment date. Prior to submission, information on personnel and equipment must be identified.

B. SAAM Request. A SAAM request must be submitted to the Group S-4 a minimum 60 days in advance of the deployment. All items to be transported must be identified on this SAAM. In most cases once the SAAM is submitted the aircraft requirements are set and cannot be changed except for decreases. Consequently, it is very important that all items of equipment to include 463L pallets are identified on the SAAM.

C. Manifest. Manifest for passenger transportation must be accomplished 4 days in advance of the airlift. For short term deployments only 66 lbs of personal baggage is authorized. An additional 55 lbs is authorized for air crew baggage. Personal baggage is defined as articles of clothing and toilet articles. Golf clubs, stereos, guitars, etc. are not personal baggage and not authorized for transportation. These items must be mailed.

D. Staging. 48 hrs prior to departure all equipment/supplies must be staged for embarkation. This includes the squadron pickup. The squadron should coordinate the pickup to ensure that equipment is available to launch/recover aircraft during the embarkation evolution.

E. Passengers. Passengers are to be manifested and cleared three (3) hours prior to aircraft departure. Manifests will be closed out 90 minutes prior to aircraft departure.

## SOP FOR EMBARKATION

C. SQUADRON AUGMENTATION. The squadron will augment the Group Embark Section with working parties to accomplish the following:

1. Aircraft loading
2. Preparation of equipment
3. Moving equipment
4. Weighing and marking equipment
5. Building baggage pallets

6. All other functions as may be determined by the airlift control element.

D. PALLET PREPARATION. The 463L pallet is the standard pallet used in Air Force aircraft. The usable dimensions for a 463L pallet on a C141B aircraft are 104"x84" and can go as far as 96" high. On C130 aircraft a 8" walkway must be made on the short side of the 463L pallet. Prior to pallet buildup the Group Embark Section should be contacted to ensure pallets are prepared properly.

1. All hazardous cargo will be packed on one pallet and packaged at packing, preparation and preservation (P.P.& P.).
2. Baggage pallets will be built at the passenger terminal. Liaison with the embark officer will be made at least 2 days in advance of preparing baggage pallets.
3. Packup pallets will not contain any personal baggage or effects.

E. AIRCRAFT LOADING. Actual aircraft loading is the responsibility of the aircraft loadmaster and airfreight. The squadron will not attempt to load the aircraft unless directed. All items of equipment which require drivers will have drivers provided by the squadron.

F. AIRCRAFT DELAYS. If an aircraft delay occurs the Marine Corps is responsible for payment of the delay if the delay is charged to the user. Failure to provide equipment operators, or failing to preparing equipment/pallets in a timely fashion, may cause a delay. For example, a late passenger or working party is not a justifiable reason for a delay. Whenever a delay occurs due to any of these reasons the squadron responsible will submit a letter to the MAG-12 S-4 justifying the delay.

## SOP FOR EMBARKATION

### APPENDIX F

#### MAG-12 HEADQUARTERS BOX NUMBER ASSIGNMENTS

1. The following is a list of the box numbers assigned to the MAG-12 Headquarters (the Transportation Mode Code (TMC) is a code to identify a section on--(SEMS)).

<u>SECTION</u>	<u>TMC</u>	<u>BOX_#</u>
S-1	01	0001-0043
S-2	02	0044-0094
S-3	03	0095-0125
S-4	04	0126-0151
FISCAL	05	0152-0182
PSD	06	0183-0212
OMD	07	0281-0381
NBC	08-15	2151-2451
CHAPLAIN	17	0213-0233
ARMORY	18	1600-1900
GROUND SUPPLY	19	4000-5700
DOSS	20	0240-0259